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# TAMIL NADU GOVERNMENT GAZETTE

## EXTRAORDINARY

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### Part III—Section 1(a)

**General Statutory Rules, Notifications, Orders, Regulations, etc.,  
issued by Secretariat Departments.**

#### NOTIFICATIONS BY GOVERNMENT

##### MUNICIPAL ADMINISTRATION AND WATER SUPPLY DEPARTMENT

AMENDMENTS TO THE TAMIL NADU URBAN LOCAL BODIES RULES, 2023

[G.O.Ms.No.32, *Municipal Administration and Water Supply (MC6)*, 4th March 2025,  
மாசி 20, குரோதி, திருவாவல்ரூபர் ஆண்டு—2056.]

**No. SRO A- 2(c) /2025.**

In exercise of the powers conferred by section 198 of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999), the Governor of Tamil Nadu, hereby makes the following amendments to the Tamil Nadu Urban Local Bodies Rules, 2023.

2. The amendments hereby made shall be deemed to have come into force on and from the 1st January 2025.

#### AMENDMENTS.

In the said Rules,-

(1) for Chapter V, the following Chapter shall be substituted, namely:-

#### “CHAPTER V.

##### URBAN LOCAL BODIES EMPLOYEES’ SERVICE CONDITIONS.

#### PART I.

#### GENERAL RULES.

**188. Applicability of General Rules.—** (1) The rules in this Part shall apply to all the posts governed by the Special Rules in Parts II, III, IV and V of this Chapter and to the holders of every post in a municipality, whether temporary or permanent.

(2) If any provision in this Part is repugnant to a provision in the Special Rules in Parts II, III, IV and V of this Chapter, the latter shall prevail over the provision in the General Rules in this Part.

**189. Definitions.—** In this Chapter, unless the context otherwise requires,—

(1) “appointment by transfer” means appointment of a member of a service from one post to another post in the same service carrying identical level of pay or from one service to another service in the municipality in accordance with the provisions contained in the Special Rules in Parts II, III, IV and V;

(2) “appointment to a service” means when a person appointed in accordance with these rules or in accordance with the rules applicable at that time, as the case may be, discharges, for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

**Explanation.—** The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a higher post in the same service or a post borne on the cadre of another service or to discharge the current duties thereof, does not amount to appointment to the latter service;

(3) “appointment committee” means a Committee constituted by the Council under the Act;

(4) “approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any post of the service;

(5) “approved probationer” in a service, means a member of that service who has satisfactorily completed his probation and awaits appointment as a full member of such service;

(6) “Common Service Committee” means a centralized committee constituted for recommending the panels for promotion to the posts in the Tamil Nadu Municipal Service; and transfer of employees from one service to another service as well as one department to another department;

(7) “discharge of a probationer” means, in case the probationer is a full member or an approved probationer of another service, reverting him to such service and in any other case, dispensing with his services;

(8) “full member” of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof;

(9) “General Rules” means the rules in Part I of this Chapter;

(10) “member of the service” means a person who has been appointed to the service and who has not retired or resigned or removed or dismissed or substantively transferred or reverted to another service or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service;

(11) “on duty” means a person as a member of a service, when he is,-

(a) performing the duties of a post borne on the cadre of such service or is undergoing the probation, or training prescribed for such service; or

(b) on joining time ; or

(c) absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Government having been on duty immediately before and immediately after such absence; or

(d) to wait compulsorily for orders of posting on return from leave.

(12) “probationer in the service” means a member of the service who has been placed on probation as prescribed in the special rules applicable to him and not completed his probation;

(13) “promotion” means the appointment of a member of any post of service to a higher post of such service;

(14) “recruited by transfer to the service” means,-

(a) if, at the time of his first appointment to a service, he is either a full member or an approved probationer in any other service, the rules for which prescribe a period of probation for member thereof; or

(b) in case, at the time of his first appointment thereto, he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post satisfactory service for a total period of two years on duty within a continuous period of three years;

(15) "direct recruitment to a service" means when a candidate, at the time of his first appointment thereto, he is not a member of the service of the Municipality to which the direct recruitment is made;

(16) "reversion" means the reversion of a member of a service to lower post of the service either for want of vacancy or due to punishment;

(17) "service" means any one of the Municipality services in Part II, III, IV or V of this Chapter;

**190. Classification of posts and method of recruitment in Municipalities.—** (1) All the posts in the municipalities shall be classified into various divisions and posts, as specified in Parts II, III, IV and V of this Chapter;

(2) Any appointment to the posts by direct recruitment or by promotion or by recruitment by transfer or by deputation or by transfer, as the case may be, shall be made by the competent authority in accordance with the provisions in Parts II, III, IV and V of this Chapter.

**191. Selection of candidates for regular vacancies by Municipalities.—** (1) For filling up of vacancies or appointment to the posts, for which the Commissioner of Municipality is the appointing authority, by direct recruitment, the Commissioner shall call for a list of names of the candidates from the Employment Exchange, besides inviting application by giving advertisements in two prominent dailies (one in vernacular language concerned). The list obtained from the employment exchange and the list of candidates applied in response to the advertisement shall be scrutinized and placed before the Appointment Committee (hereinafter referred to as "Committee"), in the order of merit by following the selection procedure prescribed by the Government from time to time.

(2) The Committee shall consist of the Chairperson of the Municipal Council, Commissioner of the Municipality and one Councilor elected by the Council in respect of town panchayats, municipal councils and all municipal corporations except Chennai City Municipal Corporation; and two Councilors in respect of Chennai City Municipal Corporation.

(3) No decision of the said Committee, shall be valid unless the Chairperson (Mayor in case of municipal corporations and Chairperson in the case of municipal councils and town panchayats) and at least two members of the Committee in the case of Chennai City Municipal Corporation and one member for all other municipal corporations, municipal councils and town panchayats, of whom, the Commissioner shall be the one agreed by majority.

(4) The Committee shall not consider any name other than those placed before it under sub-rule (1).

(5) While selecting names from the lists, the Committees shall follow the rule of reservation provided in section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016).

(6) The Committee shall finalise the list of names for filling up of the post immediately on the same day, after the meeting for selection of candidates is over.

(7) No such list shall be prepared by the Committee under sub-rule (6) in regard to the appointment with respect to,—

(a) any temporary post existing for a period not exceeding one year; or

(b) such posts as may from time to time be specified by the Government in consultation with the Committee; or

(c) a post when at the time of such appointment, the person to be appointed thereto is in the service of the Central Government or State Government; or

(d) a permanent or temporary post, if the person to be appointed is not likely to hold that post for more than one year; or if such person is likely to hold the post for more than one year but not more than three years and if the Committee advises that the appointment need not be made from the list prepared by the Committee.

(8) Every candidate selected for appointment to any post by the Committee, shall possess the qualifications prescribed for the respective post and shall be physically and mentally found suitable on being sent for medical examination.

(9) **Selection of candidates for regular vacancies by the Director.—** For filling up of vacancies or appointment to the posts, for which the Director is the appointing authority, by direct recruitment, the Director shall call for a list of names of the candidates from the Employment Exchange, besides inviting application by giving advertisements in two prominent dailies (one in vernacular language concerned). The list obtained from the employment exchange and the list of candidates applied in response to the advertisement shall be scrutinized and selection of suitable candidates, in the order of merit, by following the prescribed selection procedure shall be done by the Director.

(10) The Government may, from time to time, issue any order or clarification or guidelines for selection of candidates by the Committee or the Director. In such cases, the Committee or Director shall follow such orders, clarifications and guidelines issued by the Government.

**192. Filling of vacancies by promotion or by recruitment by transfer or by transfer or by deputation.—**(1) Any vacancy in any service which is to be filled up by promotion or by recruitment by transfer or by transfer or by deputation, shall not be filled up by the Committee.

(2) The absence of a member of the service from duty whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne in the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn,-

(a) for re-appointment to a vacancy in the post in which he may be a probationer;

(b) for promotion from a lower post to a higher post in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled for privileges in respect of appointment, seniority and probation which he would have enjoyed but for his absence, subject to satisfactory completion of the period of probation on his return.

(3) **Transfer of employees to other equivalent posts.—**(a) The competent authority shall transfer any employee in any equivalent post of same service in municipal corporations, municipal councils and town panchayats or other offices under the control of concerned Heads of Departments and vice versa

(b) **Preparation of annual list of employees for transfer to other equivalent posts in order to acquire experience, in municipal corporations, municipal councils and town panchayats.—** For the purpose of acquiring knowledge in administration by the employees of all categories in municipal corporations, municipal councils and town panchayats, the Commissioner shall prepare a list of qualified members to be considered for transfer to other categories of posts in the same service, every year. The Commissioner shall transfer members in a particular period, i.e., 1st day of January of a year, in accordance with seniority as well as vacancy of the posts, as per the list so prepared. The Commissioner shall allow a member in a particular post atleast for a minimum period required for next promotion.

(4) The competent authority shall allow such employees temporarily for the period required to work in such posts under the Special Rules in Parts II, III, IV and V of this Chapter.

**192-A. Fixation of seniority.—**(1) The seniority of an employee in a service shall, unless he has been reduced to a lower rank as a punishment, be determined in the order of his placement in the list prepared by the recruitment agency or appointing authority, as the case may be. The date of commencement of probation shall be the date on which he joins duty irrespective of his seniority.

(2) The seniority of an employee in a service shall, where the normal method of recruitment to that service is by more than one method of recruitment, unless the individual has been reduced to a lower rank as a punishment, be determined with reference to the date on which he is appointed to the service:

Provided that where the junior appointed by a particular method of recruitment happens to be appointed to a service earlier than the senior appointed by the same method of recruitment, the senior shall be deemed to have been appointed to the service on the same day on which the junior was so appointed:

Provided further that the benefit of the above proviso shall be available to the senior only for the purpose of fixing inter-se-seniority:

Provided also that where employees are appointed by more than one method of recruitment or deemed to have been appointed to the service on the same day, their inter-se-seniority shall be decided with reference to their age.

(3) The transfer of an employee from one service to another service carrying the same scale of pay or pay band shall not be treated as first appointment to the latter for the purpose of seniority and the seniority of an employee so transferred shall be determined with reference to the rank in the service from which he was transferred; where any difficulty or doubt arises in applying this provision, seniority shall be determined by the appointing authority.

(4) Where an employee of any service is reduced to a lower service he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service next below any specified employee thereof.

(5) In case of posts included in the Tamil Nadu Municipal Service, the order of rotation in which the said posts shall be filled from the feeder categories of such posts in Tamil Nadu Municipal Corporation Service, Tamil Nadu Municipal Council Service and Tamil Nadu Town Panchayats Service shall be in such manner as may be ordered by the Government from time to time.

(6) Application for the revision of seniority of a person in a service, shall be submitted to the appointing authority within a period of three years from the date of appointment to such service or within a period of three years from the order fixing the seniority, as the case may be. Any application received after the said period of three years shall be summarily rejected. This shall not, however, be applicable to the cases of rectifying orders, resulting from mistake of fact.

**193. Preparation of panel.—** (1) The competent authority shall prepare every year, a panel in respect of each post, for which appointment is to be made by promotion or by recruitment by transfer or by deputation. Such panel shall be valid only for a period of one year from the date of approval. The panel for each post shall be prepared for every year by considering 15th of March as crucial date with the personnel in the feeder posts, who are qualified on the panel year in which the panel is prepared. The panel of names shall also be communicated to all persons whose names are found in such panel as well as to persons senior to the junior most person included in the list, whose names have not been included in the panel. The candidates in such panel shall be arranged in their order of seniority and appointments shall be made in such order.

(2) To arrive at the number of persons to be included in the panel, the appointing authority shall assess the number of vacancies that would occur by superannuation of existing incumbents and creation of new or additional posts within a period of one year and add to it a reserve of **five percent** of the total estimated vacancies under each category of the Service.

(3) The provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) are applicable for arriving at the estimate of vacancy for all the posts under this rule.

(4) The panel prepared under sub-rule (1), shall be in accordance with seniority in the feeder categories unless,-

(a) the member is under suspension on the crucial date for the preparation of panel or on the date of consideration of the panel;

(b) the member is undergoing punishment on the qualifying date for the preparation of panel;

(c) the member does not possess the qualifications prescribed in the Special Rules for the post;

(d) charges have been framed against the member under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and the disciplinary action is pending;

(e) charge sheet has been filed against the member in criminal case on official capacity;

(f) wherever the disciplinary proceedings under rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules against municipal employees are merely stayed by a Court, their cases shall be deferred till the proceedings are concluded, unless a contrary order is passed by the Court and if it is decided not to challenge the same. If on the other hand, the Court quashes the charge memo, then the name of the Municipal employee concerned shall be considered for inclusion in the panel for appointment to the higher post by promotion / recruitment by transfer, if he is otherwise qualified. If specific charges are framed or charge sheet is filed in the criminal case before the date of actual promotion, the person concerned shall not be promoted notwithstanding the fact that his name has been included in the panel.

(g) A member of a service who is on leave for a period of three years continuously for any reason except higher studies or for a period of four years continuously for higher studies shall not be considered for appointment to a higher post either by promotion or by recruitment by transfer unless he has served for a period of not less than one year after his return from such leave.

(h) Any member of the service whose name has been overlooked for inclusion in a panel shall have the right to make a representation to the next higher authority within two months from the date of approval of such panel for redressal of his grievance. Such higher authority shall examine every such representation on merits and pass suitable orders.

(5) **Common Service Committee.—** (a) A Common Service Committee (hereinafter referred to as the 'CSC') shall be constituted under the Chairmanship of Additional Director of Municipal Administration and such Committee shall consist of the Assistant Commissioner (General Administration and Personnel) of Chennai City Municipal Corporation and the Joint Director of Town Panchayats.

(b) The panel of employees prepared for promotion for the following posts shall be sent to the Government for approval by the Director of Municipal Administration with the recommendation of the CSC.

**1. GENERAL WING**

<b>DIVISION I (Administration)</b>	
1.	Deputy Commissioner
2.	Assistant Commissioner, Senior Grade (Zone)
3.	City Revenue Officer
4.	Additional City Revenue Officer
5.	Chief Accounts Officer
6.	Assistant Commissioner, Grade I (Zone)
7.	Assistant Commissioner, Grade II (Zone)
8.	Assistant Commissioner (Personnel)
9.	Assistant Commissioner (Accounts)
10.	Assistant Commissioner (Revenue)
11.	Assistant Commissioner, Grade III (Zone)
12.	Senior Revenue Officer
13.	Senior Accounts Officer
<b>DIVISION II (Legal)</b>	
1.	Senior Law Officer
2.	Law Officer, Grade I
3.	Council Secretary, Grade I

**2. ENGINEERING WING**

<b>DIVISION I</b>	
1.	Chief Engineer
2.	Superintending Engineer
3.	Executive Engineer
4.	Assistant Executive Engineer
<b>DIVISION II (Electrical)</b>	
1.	Superintending Engineer (Electrical)
2.	Executive Engineer (Electrical)
3.	Assistant Executive Engineer (Electrical)
<b>DIVISION III (General)</b>	
1.	Park Superintendent
2.	Sports Officer

**3. TOWN PLANNING WING**

1.	City Planner / Urban Planner
2.	Assistant City Planner / Assistant Urban Planner

**4. MEDICAL, PUBLIC HEALTH AND SANITATION WING**

DIVISION I (Medical)	
1.	City Medical Officer
2.	Additional City Medical Officer
3.	Zonal Medical Officer
DIVISION II (Public Health and Sanitation)	
1.	City Health Officer, Grade I
2.	City Health Officer, Grade II
3.	City Health Officer, Grade III
4.	City Health Officer, Grade IV
5.	Chief Veterinary Medical Officer
6.	Chief Vector Control Officer
7.	Senior Entomologist
8.	Health Education Officer
9.	Sanitary Officer

**5. INFORMATION TECHNOLOGY WING**

1.	Senior System Manager
2.	System Analyst

**(6) Competent authority to prepare panel.**— (a) The competent authority for preparation of panel in respect of all the posts in the Tamil Nadu Municipal Corporation Service specified in rule 210, shall be the Commissioner of the Municipal Corporation concerned.

**(b) (i)** The competent authority for preparation of panel for the following posts in the Tamil Nadu Municipal Council Service shall be the Director of Municipal Administration:-

**1. MUNICIPAL COUNCIL GENERAL WING**

1.	Administrative Officer, Grade I
2.	Administrative Officer, Grade II
3.	Accounts Officer, Grade I
4.	Revenue Officer
5.	Manager, Grade I
6.	Assistant Revenue Officer
7.	Accounts Officer, Grade II
8.	Manager, Grade II
9.	Accountant, Grade I
10.	Assistant

**2. MUNICIPAL COUNCIL ENGINEERING WING**

1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Overseer
6.	Draughtsman
7.	Electrician, Grade I
8.	Fitter, Grade I

**3. MUNICIPAL COUNCIL TOWN PLANNING WING**

Assistant Engineer (Planning) / Urban Planning Inspector

**4. MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING**

1.	Staff Nurse
2.	Sector Health Nurse
3.	Sanitary Inspector
4.	Field Assistant

**5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING**

1.	Programmer
2.	Assistant Programmer

(ii) The competent authority for preparation of panel for the following posts in the Tamil Nadu Municipal Council Service shall be the Commissioner of Municipal Council concerned:—

**1. MUNICIPAL COUNCIL GENERAL WING**

1.	Junior Assistant
2.	Revenue Assistant
3.	Typist
4.	Driver
5.	Record Clerk
6.	Office Assistant

**2. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING**

Sanitary Supervisor

**(c) (i)** The competent authority for preparation of panel for the following posts in the Tamil Nadu Town Panchayat Service shall be the Director of Town Panchayats:—

**1. TOWN PANCHAYAT ENGINEERING WING**

1.	Assistant Engineer
2.	Junior Engineer
3.	Overseer

**2. TOWN PANCHAYAT TOWN PLANNING WING**

Junior Engineer (Planning) / Assistant Urban Planning Inspector
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**(ii)** The competent authority for preparation of panel for the following posts in the Tamil Nadu Town Panchayat Service shall be the Executive Officer of the Town Panchayat concerned:—

**1. TOWN PANCHAYAT GENERAL WING**

1.	Driver
2.	Record Clerk

**2. TOWN PANCHAYAT SANITATION AND PUBLIC HEALTH WING**

Sanitary Supervisor
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**194. Probation.**— (1) Every person shall, on his first appointment to any post of the service, be on probation for a total period of two years on duty within a continuous period of three years.

(2) Every person appointed by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

(3) If the appointing authority is of the opinion that the probationer should continue to be on probation or if the probationer has not passed the prescribed test or not completed the training which the probationer should have passed/completed within the period of probation, he may be given time to enable him to pass the test or complete the training. In such cases, the appointing authority by using his discretion empowered, extend the period of probation with a view to enable the incumbent to acquire the said qualification within the extended period of probation. In such case, the maximum period up to which a probation of a municipal employee shall be extended so as to enable him to acquire the qualification be fixed as five years. If he does not acquire the qualification even within the maximum period of five years, he shall be reverted or his probation shall be terminated after giving a reasonable opportunity to the probationer for showing cause against the proposed termination:

Provided that, any employee of a municipality appointed by direct recruitment who fails either to pass prescribed Departmental Test or complete compulsory induction training conducted by the Tamil Nadu Institute of Urban Studies, within the period of three years, shall not be eligible for promotion. If completion of training is delayed, due to administrative reasons, the person may be considered as if he has completed his probation on the actual date of completion of probation:

Provided further that if he fails to pass the test at the end of the training he shall be reverted back to the feeder category.

(4) On completion of the period of probation or the extended period of probation as the case may be, if the appointing authority is satisfied that the probationer is not suitable for the post, or if the probationer has not passed the test or not completed the training prescribed within the period of probation including the extended period of probation, the appointing authority shall pass an order to discharge him from service after giving a reasonable opportunity to the probationer for showing cause against the action proposed to be taken in regard to him:

Provided that, where a probationer has been given a reasonable opportunity for showing cause against the imposition on him of any of the penalties specified in clauses (iv),(vi),(vii) and (viii) of rule 8 of the Tamil Nadu Civil Service (Discipline and Appeal) Rules, 1955 and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

(5) A probationer on his first appointment in any post of the service shall be deemed to have completed his probation, unless within a period of six months calculated from the date on which he had completed his period of probation or the extended period of probation, as the case may be,-

- (i) the order for completion of probation has not been issued and served to the probationer.
- (ii) a communication asking him to show cause why his probation should not be terminated is served on him; or
- (iii) disciplinary proceedings are initiated against him for corruption or other serious misconduct and he is specifically informed in writing that the question of declaration of completion of his probation will be taken up only after the finalization of the disciplinary proceedings:

Provided that in all cases of completion of probation under this rule, a formal order declaring the period of probation shall be issued by the competent authority.

(6) Nothing in this rule shall be construed as entitling a probationer deemed completion of probation if he has not passed the tests which under the special rules he should pass within the period of his probation.

(7) Any delay in the issue of an order under sub-rule (2) or (3) shall not entitle him to be deemed to have satisfactorily completed his probation.

(8) Any delay in passing orders of completion of probation shall not monetarily affect the probationer and monetary benefits shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-

- (i) that the probation would be declared to have been satisfactorily completed from the date of order, even if the question of declaration of probation had been taken up earlier;
- (ii) that the declaration of satisfactory completion of probation is delayed by factors which would not in any case, change the date of such completion;
- (iii) that the person whose probation is declared to have been satisfactorily completed was qualified as on the date ordered; and
- (iv) that declaration of satisfactory completion of probation is not the result of any relaxation of rules.

(9) The probationer shall be reverted or discharged for want of vacancy in the order of juniority.

(10) In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

(11) The provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), pertaining to commencement of probation and counting of different service for probation shall also apply to the holders of the posts under these rules.

**195. Relinquishment of right by members and consequences of resignation.—** (1) Any person may, in writing, relinquish any right or privilege to which he may be entitled under this Part or the Special Rules in Parts II, III, IV and V if in the opinion of the appointing authority, such relinquishment is not opposed to public interest and nothing contained in this Part or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished. Relinquishment of a right or privilege for a temporary period shall be accepted if it is made for a period of not less than three years, subject to the condition that after the expiry of the said period, the claim for the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of the period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted, subsequent claim of the relinquished rights or privileges shall not be entertained.

(2) A member of the service shall if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous services. The resignation letter should contain an undertaking that the person concerned is aware of the consequences of the resignation. The resignation of a member of service shall not be accepted, if it has been withdrawn by him before orders accepting the resignation are issued. The appointing authority shall be the authority competent to accept the resignation. The resignation of a member of a service shall be accepted either prospectively or retrospectively as decided by the authority competent to accept the resignation.

**196. Linguistic Qualification, Age Limit, Special Qualification and Reservation of Appointment.—**

(1) No person shall be eligible for appointment to any service by direct recruitment unless he possesses an adequate knowledge in Tamil.

**Explanation.**—For the purpose of this rule, a person shall be deemed to have an adequate knowledge in Tamil if,—

(a) in the case of the post for which the educational qualification prescribed is SSLC and above, he should have studied Tamil as one of the Language in SSLC or above;

(b) in the case of the post for which the educational qualification prescribed is VIII standard and above, he should have studied Tamil as one of the Language upto VIII standard;

(c) in the case of a post for which the candidate should have completed minimum V standard or no educational qualification is prescribed, the appointing authority shall satisfy himself that the candidate is able to read and write Tamil.

(2) No person shall be eligible for appointment to any post in the service by direct recruitment, unless he has not completed 18 years of age or completed or will complete 32 years of age on the 1st day of July in the recruitment year.

(3) The guidelines, orders, instructions or clarifications issued by the Government, from time to time, in regard to the age limit and suitability for appointment in Government service shall be applicable for appointment under these rules.

(4) In the case of a person belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Backward Classes (Muslim), Most Backward Classes and De-notified Communities or Ex-servicemen or any other deserving category as notified by the Government, the age limit prescribed by the Government, from time to time, shall be followed.

(5) A candidate who has rendered Military service is eligible to deduct from his age, the period of his Military service for the purpose of computing his age for appointment.

(6) Age relaxation for the specific category of candidates for direct recruitment shall be in accordance with the numbers of years prescribed in the existing rules of the Government or orders of the Government or orders or guidelines issued by the Government from time to time.

(7) No person shall be eligible for appointment to any class or category of posts unless he possesses,—

(a) such qualifications and has passed such tests as may be prescribed, in that behalf in the Special Rules, or

(b) such other qualifications as may have been declared to be equivalent to the said qualifications or tests.

(8) No person shall be eligible for appointment to any service by direct recruitment, unless he satisfies the appointing authority that,—

(a) his character and antecedents are such as to qualify him for such service;

(b) such person does not have more than one wife living or if such a person is a woman that she is not married to any person who has a wife living;

(c) Notwithstanding anything contained in the Special Rules, such a person also possesses the qualifications including experience prescribed for a post.

(9) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the appointing authority regarding his physical fitness for the post:

Provided that differently abled persons may be appointed if the defect is not such as it would render the candidates unfit for efficiently discharging the duties attached to the post and their fitness for service is assessed on the basis of the nature and degree of their disability and their functional capacity relating to the job which they seek.

(10) Where the Special Rules lay down that appointment shall be made by direct recruitment, the rule of reservation for appointment prescribed by the Government, from time to time, shall apply to all the posts included in Parts II, III, IV and V of this Chapter.

**197. Appointment on compassionate grounds.—** (1) Notwithstanding anything contained in the General rules or in the Special Rules, the dependent of the deceased municipal employees, who die in harness while in service or retired from service on medical invalidation before attaining the age of fifty three years, shall be eligible for appointment on compassionate grounds.

(2) The Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023 shall be applicable for such appointment on compassionate grounds.

(3) Before appointing a person under sub-rule (1), the applications received by the Commissioner for appointment on compassionate grounds shall be arranged in the order of date of receipt of the applications and shall be placed before a Committee consisting of,-

- (a) in the case of Municipal Corporations,  
the Commissioner of the municipal corporation;  
the Assistant Commissioner (Personnel) of the municipal corporation;  
the Executive Engineer of the municipal corporation; and  
the City Health Officer of the municipal corporation
- (b) in the case of Municipal Councils,  
the Commissioner of the municipal council;  
the Manager of the municipal council;  
the Engineer of the municipal council; and  
the Health Officer / Sanitary Officer of the municipal council
- (c) in the case of Town Panchayats,  
the Executive Officer of the Town Panchayat  
and the Head Clerk / Junior Assistant of the Town Panchayat; and  
the Assistant Engineer / Junior Engineer of the concerned Town Panchayat

(4) The Committee referred to in sub-rule (3) shall scrutinize the applications received for appointment on compassionate grounds and decide on the eligibility of the applicant as per the provisions in the Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023.

**198. Correction of date of birth.**—(1) The date of birth of a member of the service shall be the date found on record in the S.S.L.C, in the case of persons passed Tenth Standard and above or military discharge certificate or true extract from the birth register which he produces at the time of his appointment to the service in the case of persons who have studied below Tenth Standard.

(2) After a person has entered into the service, if it is found that the date of birth entered in his service register is different from that entered in the Secondary School Leaving Certificate or birth certificate or military discharge certificate, or in the birth register which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries shall be made to the appointing authority within five years from the date of entry into service. Such corrections in the service register shall be made straight away by the appointing authority. If the date of birth in the service register was entered on the basis of the record in the Secondary School Leaving Certificate, correction of clerical error or wrong entries shall be made only with reference to the record in the Secondary School Leaving Certificate and if the date of birth in the service register was entered on the basis of the military discharge certificate, birth register or birth certificate, correction of clerical error or wrong entries shall be made only with reference to the military discharge certificate, birth register or birth certificate, respectively.

**199. Application of Government rules to municipal employees.**— (1) The provisions of the Tamil Nadu Civil Services (Discipline and Appeals) Rules, 1955, other than the rules, where the appointing authority, disciplinary authority and the appellate authority prescribed therein, shall *mutatis mutandis* apply to the holders of posts under this Chapter.

(2) In matters of settlement of pension, regulation of pay and other allowances, leave benefits, claiming of travelling allowances and daily allowances and other allowances and conduct of the municipal employees, the Tamil Nadu Pension Rules 1978, the Fundamental Rules, the Tamil Nadu Leave Rules, 1933 and the Tamil Nadu Travelling Allowance Rules, 2005 and the Manual of Special Pay and Allowances and the Tamil Nadu Government Servants' Conduct Rules, 1973 shall, respectively, apply to the municipal employees of status and standing similar to Government servants.

(3) In case of matters for which no express provision has been made in these rules, every member of the service shall be governed by the provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) applicable to the Government servants of similar status and standing.

(4) Pay and allowances of the municipal establishment shall be fixed by the Government from time to time.

**200. General transfer.**— The CSC shall suo-motu or on an application, consider the feasibility of transfer of a member of the Tamil Nadu Municipal Corporation Service, the Tamil Nadu Municipal Council Service and the Tamil Nadu Town Panchayat Service and the employees of other offices under the control of the concerned Head of the Departments and vice versa and shall recommend the same to the Director of Municipal Administration.

**201. Mutual transfer.**— (1) Employees of Municipalities, who are approved probationers, shall be inter transferable to equal posts in any Municipal Corporations, Municipal Councils and Town Panchayats, subject to the following conditions, namely:-

(i) If the transfer from one Head of the Department to another, with the willingness of the member of service, both the employees who are willing to transfer mutually shall give their representation in writing to the CSC through the Head of the Department concerned. The CSC shall take a decision about this transfer and recommend the same to the competent authority.

(ii) Both the employees shall be mutually transferred and placed as the junior most in the posts in the Town Panchayat or Municipal Council or Municipal Corporation to which they are mutually transferred.

(2) Even though both of them are treated as the junior most of those urban local bodies, their past services in such urban local bodies shall be taken for the purpose of calculation of pay, increments, leave, pension and other benefits to which both of them are eligible.

(3) The mutual transfers under sub-rule (1) shall be made by the Government / Head of the Department concerned in accordance with the recommendation of the CSC.

(4) Any employee of municipalities, who is an approved probationer, shall also make an application to an equal post in any municipal corporation, municipal council or town panchayat, as the case may be, for transfer subject to the procedures laid down in sub-rules (1) to (3).

**202. Savings.**— (1) Nothing contained in the General Rules and Special Rules in this Chapter shall adversely affect any person who is a member of any service in a municipal corporation, municipal council or town panchayat, on the date of coming into force of these rules.

(2) The preparation of seniority lists and inter-se-seniority lists of all the employees under Parts II, III, IV and V of this Chapter, in respect of all posts in this Chapter shall be completed and then regular promotions, appointments by recruitment by transfer etc., shall be given effect from the date of notification of these rules.

(3) The inter-se-seniority of a member of service under the Tamil Nadu Municipal Service, Tamil Nadu Municipal Corporation Service, Tamil Nadu Municipal Council Service and Tamil Nadu Town Panchayat Service, shall be fixed by taking into consideration of the provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016)

(4) All disciplinary proceedings, appeals, reviews, etc., relating to conditions of service pending before the competent authority concerned immediately before the date of the commencement of these rules, shall be heard and disposed of by such authority in accordance with the relevant rules, bye-laws, regulations, etc., as if these rules had not been made.

(5) The provisions of Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955 are applicable with respect to all disciplinary proceedings, appeals, reviews, etc., in respect of existing incumbents of vanishing posts who are not included in this rule.

(6) In case of the pensioners who belong to the Tamil Nadu Municipal Service or the Tamil Nadu Municipal Corporation Service or the Tamil Nadu Municipal Council Service or the Tamil Nadu Town Panchayats Service, as the case may be, the authority competent to the disposal of the disciplinary cases is the appointing authority for the category of post.

(7) In any case, if no suitable candidates are available for filling the vacancies by promotion or by recruitment by transfer or by transfer or by deputation, such vacant posts shall be filled by direct recruitment.

(8) When suitable candidate is not available for appointment for any turn of the required category either by promotion or by recruitment by transfer or by transfer or by deputation, such turn will lapse and the vacancy shall be filled up by an incumbent from the other category, except direct recruitment.

(9) The posts which are in existence in municipal corporations, municipal councils and non-provincialised posts of the Tamil Nadu Town Panchayat Service, which are not included in this Chapter shall be continued till the promotion of present incumbents to higher post, if eligible, or otherwise such post shall vanish after their retirement.

(10) The qualification of specific departmental test for promotion to higher post for those who have attained 55 years of age and above on the date of commencement of these rules (13.04.2023), need not be insisted for the promotion to the next higher category.

(11) If any municipal council or town panchayat or village panchayat is merged with any urban local body during its constitution or upgradation or expansion, the prescribed qualification for promotion possessed by the existing incumbents in the erstwhile village panchayat or urban local bodies shall be considered adequate for first promotion.

## PART II.

## SPECIAL RULES.

## THE TAMIL NADU MUNICIPAL SERVICE.

(Common for All Municipal Corporations, All Municipal Councils and All Town Panchayats)

**203. Classification of posts.—** This Service shall consist of the following wings and shall be classified into various divisions and posts, namely:-

## 1. GENERAL WING

DIVISION I (Administration)	
Sl. No.	Name of the Post
1	Deputy Commissioner
2	Assistant Commissioner, Senior Grade (Zone)
3	City Revenue Officer
4	Additional City Revenue Officer
5	Chief Accounts Officer
6	Assistant Commissioner, Grade I (Zone)
7	Assistant Commissioner, Grade II (Zone)
8	Assistant Commissioner (Personnel)
9	Assistant Commissioner (Accounts)
10	Assistant Commissioner (Revenue)
11	Assistant Commissioner, Grade III (Zone)
12	Senior Revenue Officer
13	Senior Accounts Officer
14	Chief Reporter
DIVISION II (Legal)	
1	Senior Law Officer
2	Law Officer, Grade I
3	Council Secretary, Grade I
DIVISION III (Deputation Posts)	
1	Commissioner of Chennai City Municipal Corporation
2	Deputy Commissioner of Chennai City Municipal Corporation
3	Commissioner (other Municipal Corporations)

4	Financial Advisor
5	Personal Assistant to Mayor
6	Assistant Commissioner (General Administration and Personnel)
7	Public Relations Officer, Grade I
8	Vigilance Officer
9	Deputy Collector

## 2. ENGINEERING WING

DIVISION I	
Sl. No.	Name of the Post
1	Chief Engineer
2	Superintending Engineer
3	Executive Engineer
4	Assistant Executive Engineer
DIVISION II (Electrical)	
1	Superintending Engineer (Electrical)
2	Executive Engineer (Electrical)
3	Assistant Executive Engineer (Electrical)
DIVISION III (General)	
1	Park Superintendent
2	Sports Officer

## 3. TOWN PLANNING WING

Sl. No.	Name of the Post
1	City Planner / Urban Planner
2	Assistant City Planner / Assistant Urban Planner

## 4. MEDICAL, PUBLIC HEALTH AND SANITATION WING

DIVISION I (Medical)	
Sl. No.	Name of the Post
1	City Medical Officer
2	Additional City Medical Officer

3	Zonal Medical Officer
4	Medical Officer
5	Anesthetist
6	Obstetrician
<b>DIVISION II</b> <b>(Public Health and Sanitation)</b>	
1	City Health Officer, Grade I
2	City Health Officer, Grade II
3	City Health Officer, Grade III
4	City Health Officer, Grade IV
5	Assistant City Health Officer
6	Medical Officer (Allopathy)
7	Medical Officer (Homeopathy)
8	Medical Officer (Unani)
9	Medical Officer (Siddha)
10	Medical Officer (Ayurvedic)
11	Medical Officer (Tuberculosis)
12	Chief Veterinary Medical Officer
13	Veterinary Medical Officer
14	Chief Vector Control Officer
15	Senior Entomologist
16	Health Education Officer
17	Sanitary Officer

#### 5. INFORMATION TECHNOLOGY WING

Sl. No.	Name of the Post
1	Senior System Manager
2	System Analyst

**204. Method of appointment and qualifications.**— Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column(4) thereof:-

TABLE I

#### 1. GENERAL WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>DIVISION I</b>			
1.	Deputy Commissioner	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade I (Zone); and	Must have rendered service as Assistant Commissioner, Grade I (Zone) for a period of not less than two years.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By deputation from among the holders of the post of Deputy Secretary to Government in the Tamil Nadu General Service, Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service and District Revenue Officer in the Tamil Nadu Revenue Service in the ratio of 3:7:2:</p> <p>Provided that appointment to the post by promotion and by deputation shall be made in the ratio of 10:12.</p> <p>(3) By transfer from among the holders of the post of Assistant Commissioner, Senior Grade (Zone).</p>	
2.	Assistant Commissioner, Senior Grade (Zone)	<p>(1) By promotion from among the holders of the post of Chief Accounts Officer and by recruitment by transfer from among the holders of the post of Executive Engineer of Chennai City Municipal Corporation in the ratio of 1:5; and</p> <p>(2) By deputation from among the holders of the post of Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service and District Revenue Officer in the Tamil Nadu Revenue Service in the ratio of 4:5:</p> <p>Provided that appointment to the post by promotion and by deputation shall be made in the ratio of 6:9; or</p> <p>(3) By transfer from among the holders of the post of Deputy Commissioners from other Corporations.</p>	Must have rendered service as Chief Accounts Officer or Executive Engineer in Chennai City Municipal Corporation for not less than 5 years.
3.	City Revenue Officer	<p>(1) By transfer from among the holders of the post of Assistant Commissioner, Senior Grade (Zone), Additional City Revenue Officer and Deputy Commissioner; or</p> <p>(2) By deputation from among the holders of the post of Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service or District Revenue Officer in the Tamil Nadu Revenue Service.</p>	<p>(1) Must have rendered service as Assistant Commissioner, Senior Grade (Zone) or Additional City Revenue Officer or Deputy Commissioner for a period of not less than two years.</p> <p>(2) Must have passed Revenue Test Part I, Part II and Part III.</p>

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Additional City Revenue Officer	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade I (Zone); or	Must have rendered service as Assistant Commissioner, Grade I (Zone) for a period of not less than two years.
		(2) By transfer from among the holders of the post of Deputy Commissioner or Assistant Commissioner, Senior Grade (Zone).	
5.	Chief Accounts Officer	By promotion from among the holders of the post of Assistant Commissioner, Grade II (Zone), Assistant Commissioner (Accounts), Assistant Commissioner (Personnel) and Assistant Commissioner (Revenue)	<p>(1) Must have rendered service as Assistant Commissioner, Grade II (Zone), Assistant Commissioner (Accounts), Assistant Commissioner (Personnel) and Assistant Commissioner (Revenue) for a period of not less than four years and should have rendered service in any of two posts within the period of qualifying service of four years.</p> <p>(2) Must have passed Accountancy Higher Grade Examination conducted by the Directorate of Technical Education.</p>
6.	Assistant Commissioner Grade I (Zone)	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade II (Zone), Assistant Commissioner (Personnel), Assistant Commissioner (Revenue) and Assistant Commissioner (Accounts); by following combined seniority; and	Must have rendered service as Assistant Commissioner Grade II (Zone), Assistant Commissioner (Accounts), Assistant Commissioner (Personnel) and Assistant Commissioner (Revenue) for a period of not less than four years and should have rendered service in any of two posts within the period of qualifying service of four years.
		<p>(2) By deputation from among the holders of the post of Special Grade Municipal Commissioner in the Tamil Nadu Municipal Commissioners Service:</p> <p>Provided that appointment to the post by promotion and by deputation shall be made in the ratio of 1:1.</p>	

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
7.	Assistant Commissioner Grade II (Zone)	<p>(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone), Senior Revenue Officer and Senior Accounts Officer by following combined seniority; and</p> <p>(2) By deputation from among the holders of the post of Selection Grade Municipal Commissioner in the Tamil Nadu Municipal Commissioners Service and from among the holders of the post of Section Officer in the Tamil Nadu General Service in the ratio of 2:1:</p> <p style="text-align: center;">Provided that appointment to the post by transfer and by deputation shall be made in the ratio of 1:1.</p>	<p>Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer or Senior Accounts Officer for a period of not less than two years.</p> <p>(1) Must have rendered service as Section Officer in Municipal Administration and Water Supply Department of Secretariat for a period of not less than two years; and</p> <p>(2) Must have passed the Account Test for Subordinate Officers, Part I.</p>
8.	Assistant Commissioner (Personnel)	<p>(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone), Senior Revenue Officer and Senior Accounts Officer by following combined seniority; or</p> <p>(2) By transfer from among the holders of the post of Assistant Commissioner (Accounts) or Assistant Commissioner (Revenue).</p>	<p>Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer or Senior Accounts Officer for a period of not less than two years.</p>
9.	Assistant Commissioner (Accounts)	<p>(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone), Senior Revenue Officer and Senior Accounts Officer by following combined seniority; or</p> <p>(2) By transfer from among the holders of the post of Assistant Commissioner (Personnel) or Assistant Commissioner (Revenue).</p>	<p>Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer or Senior Accounts Officer for a period of not less than two years.</p>
10.	Assistant Commissioner (Revenue)	<p>(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone), Senior Revenue Officer and Senior Accounts Officer by following combined seniority; or</p> <p>(2) By transfer from among the holders of the post of Assistant Commissioner (Personnel) or Assistant Commissioner (Accounts).</p>	<p>Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer or Senior Accounts Officer for a period of not less than two years.</p>

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
11.	Assistant Commissioner Grade III (Zone)	<p>(1) By recruitment by transfer from among the holders of the post of Accounts Officer, Administrative Officer and Revenue Officer of the Tamil Nadu Municipal Corporation Service; and</p> <p>(2) By deputation from among the holders of the post of Municipal Commissioner, Grade I of the Tamil Nadu Municipal Commissioners Service:</p> <p>Provided that appointment to the post by recruitment by transfer and by deputation shall be made in the ratio of 1:1; or</p> <p>(3) By transfer from among the holders of the post of Senior Revenue Officer or Senior Accounts Officer.</p>	<p>(1) Must possess a degree and must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III &amp; Paper IV of the departmental tests for the Municipal Administration Department.</p> <p>(2) Must have rendered service as Accounts Officer or Administrative Officer or Revenue Officer for a period of not less than three years.</p> <p>Must possess a degree and must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III &amp; Paper IV of the departmental tests for the Municipal Administration Department.</p>
12.	Senior Revenue Officer	By recruitment by transfer from among the holders of the post of Administrative Officer, Accounts Officer and Revenue Officer in the Tamil Nadu Municipal Corporation Service by following combined seniority	<p>(1) Must have rendered service as Administrative Officer or Accounts Officer or Revenue Officer for a period of not less than three years; and</p> <p>(2) Must possess a degree and must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III &amp; Paper IV of the departmental tests for the Municipal Administration Department.</p>
13.	Senior Accounts Officer	By recruitment by transfer from among the holders of the post of Administrative Officer, Accounts Officer and Revenue Officer in the Tamil Nadu Municipal Corporation Service by following combined seniority.	<p>(1) Must have rendered service as Administrative Officer or Accounts Officer or Revenue Officer for a period of not less than three years; and</p> <p>(2) Must possess a degree and must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III &amp; Paper IV of the departmental tests for the Municipal Administration Department.</p>

<i>Sl.No.</i> (1)	<i>Name of the post</i> (2)	<i>Method of Appointment</i> (3)	<i>Qualifications</i> (4)
14.	Chief Reporter	By promotion from among the holder of the post of Reporter	<ul style="list-style-type: none"> <li>(1) Must have posses a degree;</li> <li>(2) Must have served as Reporter in the Chennai City Municipal Corporation for a period of not less than two years</li> <li>(3) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;</li> <li>(4) Must have passed Government Technical Examination in shorthand in Tamil high speed test;</li> <li>(5) Must have passed a Certificate Course in Microfoft Office (Windows);</li> </ul>
<b>Division II (Legal)</b>			
1.	Senior Law Officer	<ul style="list-style-type: none"> <li>(1) By direct recruitment; or</li> <li>(2) By promotion from among the holders of the post of Council Secretary, Grade I or Law Officer, Grade I; or</li> <li>(3) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Must possess a degree in Law; and</li> <li>(2) Must have 20 years of experience as advocate out of which ten years in High Court, Madras as advocate.</li> </ul> <p>Must have rendered service as Law Officer, Grade I or Council Secretary, Grade I for a period of not less than two years.</p>
2.	Law Officer, Grade I	<ul style="list-style-type: none"> <li>(1) By recruitment by transfer from among the holders of the post of Law Officer, Grade II or Council Secretary, Grade II in the Tamil Nadu Municipal Corporation Service; or</li> <li>(2) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Must possess a degree in Law; and</li> <li>(2) Must have rendered service as Law Officer, Grade II or Council Secretary, Grade II for a period of not less than five years.</li> </ul>

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
3.	Council Secretary, Grade I	(1) By recruitment by transfer from among the holders of the post of Council Secretary, Grade II or Law Officer, Grade II in the Tamil Nadu Municipal Corporation Service; or	(1) Must possess a bachelors degree in Law; and (2) Must have rendered service as Council Secretary, Grade II or Law Officer, Grade II for a period of not less than five years.
		(2) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.	
<b>Division III (Deputation Posts)</b>			
1.	Commissioner of Chennai City Municipal Corporation	By deputation from among the cadre of I.A.S.,	
2.	Deputy Commissioner of Chennai City Municipal Corporation	By deputation from among the cadre of I.A.S.,	
3.	Commissioner (other Municipal Corporations)	By deputation from among the cadre of I.A.S or from among the holders of the posts of Additional Director of Municipal Administration or Joint Director of Municipal Administration of the Tamil Nadu Municipal Commissioners Service.	
4.	Financial Advisor	By deputation from the Post of Joint Secretary to Government, Finance Department in the Tamil Nadu General Service.	
5.	Personal Assistant to Mayor	By deputation from among the holders of the post of District Revenue Officer in the Tamil Nadu Revenue Service.	
6.	Assistant Commissioner (General Administration and Personnel)	By deputation from among the holders of the post of District Revenue Officer in the Tamil Nadu Revenue Service.	
7.	Public Relations Officer, Grade I	By deputation from among the holders of the post of Public Relations Officer in Tamil Development and Information Department.	
8.	Vigilance Officer	By deputation from an equivalent cadre post in Police Department.	
9.	Deputy Collector	By deputation from an equivalent cadre post in Revenue Department.	

TABLE II

**2. ENGINEERING WING**

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>Division I</b>			
1.	Chief Engineer	By promotion from among the holders the post of Superintending Engineer.	Must have rendered service as Superintending Engineer for a period of not less than one year.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
2.	Superintending Engineer	By promotion from among the holders of the post of Executive Engineer in all Municipal Corporations, Municipal Councils and Town Panchayats as well as Assistant Commissioner, Senior Grade (Zone) from Engineering Service in Chennai City Municipal Corporation.	(1) Must possess B.E.Degree in Civil or Mechanical or Electrical Engineering or B.Tech in Civil or Mechanical or Electrical or its equivalent.  (2) Must have rendered service as Executive Engineer in all Municipal Corporations, Municipal Councils and Town Panchayats as well as Assistant Commissioner, Senior Grade (Zone) from Engineering Service in Chennai City Municipal Corporation for a period of not less than one year.
3.	Executive Engineer	By promotion from among the holders of the post of Assistant Executive Engineer.	Must have rendered service as Assistant Executive Engineer for a period of not less than five years.
4.	Assistant Executive Engineer	By recruitment by transfer from among the holders of the post of Assistant Engineer or Junior Engineer except Junior Engineer(Automobile and Electrical)in the Tamil Nadu Municipal Corporation Service, the Tamil Nadu Municipal Council Service and the Tamil Nadu Town Panchayat Service:  Provided that the appointment to the post from Assistant Engineer and Junior Engineer shall be made in the ratio of 3:1	(1) Must have rendered service as Assistant Engineer for a period of not less than five years; or must have rendered service as Junior Engineer for a period of not less than ten years; and  (2) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II.

**Division II (Electrical in Chennai City Municipal Corporation)**

1.	Superintending Engineer (Electrical)	By promotion from among the holders of the post of Executive Engineer (Electrical).	(1) Must possess B.E. Degree in Electrical Engineering or B.Tech in Electrical or its equivalent;  (2) Must have rendered service as Executive Engineer (Electrical) for a period of not less than one year.
2.	Executive Engineer (Electrical)	By promotion from among the holders of the post of Assistant Executive Engineer (Electrical).	Must have rendered service as Assistant Executive Engineer (Electrical) for a period of not less than five years.
3.	Assistant Executive Engineer (Electrical)	By recruitment by transfer from among the holders of the post of Assistant Engineer (Electrical) or Junior Engineer (Electrical) in the Tamil Nadu Municipal Corporation Service:  Provided that appointment to the post from Assistant Engineer (Electrical) and Junior Engineer (Electrical) shall be made in the ratio of 3:1.	(1) Must have rendered service as Assistant Engineer (Electrical) for a period of not less than five years; or must have rendered service as Junior Engineer (Electrical) for a period of not less than ten years; and  (2) Must have passed the Accounts Test for Public Works Department Subordinate Officers Part I and Part II.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>Division III (General)</b>			
1.	Park Superintendent	(1) By Recruitment by transfer from among the holders of the post of Park Supervisor in the Tamil Nadu Municipal Corporation Service; or	(1) Must possess a degree in Agriculture or Horticulture;  (2) Must have rendered service as Park Supervisor for a period of not less than ten years  (3) A pass in the Account Test for Subordinate Officers Part I  (4) Agriculture Department Test for the Technical Officers of the Agriculture Department.
		(2) By deputation from the post of Assistant Director of Horticulture in the Tamil Nadu Agricultural Service.	(1) Must possess a degree in Agriculture or Horticulture;  (2) Must have served in an equivalent cadre for a period of not less than five years in the Tamil Nadu Agricultural Subordinate Service.
2.	Sports Officer	(1) By recruitment by transfer from among the holders of the post of Assistant Sports Officer in the Tamil Nadu Municipal Corporation Service; or	(1) Must have rendered service as Assistant Sports Officer for a period of not less than two years;  (2) Must have passed the Account Test for Executive Officers and Tamil Nadu Government Office Manual.
		(2) By deputation from Sports and Youth Welfare Department	(1) Must have rendered service in an equivalent cadre post in Sports and Youth Welfare Department or Institution under the control of the Government.  (2) Must have passed the Account Test for Executive Officers and Tamil Nadu Government Office Manual.

TABLE III

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>3. Town Planning Wing</b>			
1.	City Planner / Urban Planner	By promotion from among the holders of the post of Assistant City Planner / Assistant Urban Planner.	Must have rendered service as Assistant City Planner / Assistant Urban Planner for a period of not less than five years.
2.	Assistant City Planner / Assistant Urban Planner	By recruitment by transfer from among the holders of the post of Assistant Engineer (Planning) in the Tamil Nadu Municipal Corporation Service and the Tamil Nadu Municipal Council Service.	(1) Must possess a degree in Planning or Civil Engineering or Architecture or its equivalent thereto awarded by recognized university or institution.  (2) Must have passed the Account Test for Public Works Department Subordinate Officers Part I  (3) Must have rendered service as Assistant Engineer (Planning) / Urban Planning Inspector for a period of not less than five years.

TABLE IV

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>DIVISION I (MEDICAL)</b>			
<b>4. MEDICAL, PUBLIC HEALTH AND SANITATION WING</b>			
1.	City Medical Officer	<p>(1) By promotion from among the holders of the post of Additional City Medical Officer; or</p> <p>(2) By deputation from the holders of the post in the rank of City Medical Officer or Additional Director in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.</p>	<p>Must have rendered service as Additional City Medical Officer for a period of not less than two years.</p> <p>Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.</p>
2.	Additional City Medical Officer	<p>(1) By promotion from among the holders of the post of Zonal Medical Officer; or</p> <p>(2) By deputation from among the holders of post of Additional City Medical Officer in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.</p>	<p>(1) Must have rendered service as Zonal Medical Officer for a period of not less than three years; and</p> <p>(2) Must have passed Accounts Test for Executive Officers and Medical Code.</p> <p>Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.</p>
3.	Zonal Medical Officer	<p>(1) By direct recruitment; or</p> <p>(2) By promotion from among the holders of the post of Medical Officer or Anesthetist or Obstetrician; or</p> <p>(3) By deputation from among the holders of the post of Medical Officer in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.</p>	<p>Must possess M.B.B.S. degree from a recognized university and must have been registered in the Tamil Nadu Medical Council.</p> <p>(1) Must have rendered service as Medical Officer or Anesthetist or Obstetrician for a period of not less than five years;</p> <p>(2) Must have passed Account Test for Executive Officers and Medical Code.</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department.</p> <p>(1) Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.</p> <p>(2) Must have passed the Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department.</p>

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Medical Officer	<p>(1) By direct recruitment; or</p> <p>(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.</p>	<p>Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council.</p> <p>(1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council;</p> <p>(2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.</p> <p>(3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.</p>
5.	Anesthetist	<p>(1) By direct recruitment; or</p> <p>(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.</p>	<p>Must possess M.B.B.S degree with a Post graduate degree or diploma in Anesthetist or any other equivalent degree or diploma and must have been registered in the Tamil Nadu Medical Council.</p> <p>(1) Must possess a M.B.B.S degree with a Post graduate degree or diploma in Anesthetist or any other equivalent degree or diploma and must have been registered in the Tamil Nadu Medical Council;</p> <p>(2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.</p> <p>(3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.</p>
6.	Obstetrician	(1) By direct recruitment; or	Must possess M.B.B.S. degree with a diploma in Obstetrics and Gynecology or Master's degree in Obstetrics and Gynecology or any other equivalent degree and must have been registered in the Tamil Nadu Medical Council.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree with a diploma in Obstetrics and Gynecology or Master's degree in Obstetrics and Gynecology or any other equivalent degree and must have been registered in the Tamil Nadu Medical Council;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a department or institution under the control of the Government.  (3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.

**DIVISION II****Public Health and Sanitation**

1.	City Health Officer, Grade I	(1) By promotion from among the holders of the post of City Health Officer, Grade II ; or	Must have rendered service as City Health Officer, Grade II for a period of not less than two years.
		(2) By deputation from among the holders of the post of Additional Director of Public Health and Preventive Medicine in the Tamil Nadu Public Health Service.	Must have rendered service in an equivalent cadre post in Department or Institution under the control of the Government for a period of not less than two years.
2.	City Health Officer, Grade II	(1) By promotion from among the holders of the post of City Health Officer, Grade III; or	Must have rendered service as City Health Officer, Grade III for a period of not less than three years.
		(2) By deputation from among the holders of post of Deputy Director, Grade II in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
3.	City Health Officer, Grade III	(1) By promotion from among the holders of the post of City Health Officer, Grade IV; or	(1) Must have rendered service as City Health Officer, Grade IV for a period of not less than three years;  (2) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.
		(2) By deputation from the holders of post of Senior Health Officer in the Tamil Nadu Public Health Service or from the Tamil Nadu Medical Service.	(1) Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.  (2) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.
4.	City Health Officer, Grade IV	(1) By direct recruitment; and	Must possess M.B.B.S. degree with diploma in Public Health or M.D. Community Medicine or equivalent and must have been registered in the Tamil Nadu Medical Council.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the posts of Assistant City Health Officer, Medical Officer (Allopathy) and Medical Officer (Tuberculosis):</p> <p>Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 1:2; or</p>	<p>(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D in Community Medicine or equivalent and must have been registered in the Tamil Nadu Medical Council;</p> <p>(2) Must have rendered service as Assistant City Health Officer or Medical Officer (Allopathy) or Medical Officer (Tuberculosis) for a period of not less than five years</p> <p>(3) Must have passed the following tests.</p> <p>(i) Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department; and</p> <p>(ii) The Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.</p>
		<p>(3) By deputation from among the holders of the post of Health Officer in the Tamil Nadu Public Health Service or from any other Service of the Government.</p>	<p>(1) Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years;</p> <p>(2) Must have passed the following tests.-</p> <p>(i) Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department; and</p> <p>(ii) The Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.</p>
5.	Assistant City Health Officer	<p>(1) By direct recruitment; or</p> <p>(2) By transfer from among the holders of the post of Medical Officer (Allopathy); or</p>	<p>Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council.</p> <p>(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council;</p> <p>(2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government. and</p> <p>(3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.</p>

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		(3) By deputation from among the holders of the post of Medical Officer in the Tamil Nadu Public Health Service.	(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council;  (2) Must have rendered service as Medical Officer for a period of not less than three years. and  (3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.
6.	Medical Officer (Allopathy)	(1) By direct recruitment; or	Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government; and  (3) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.
7.	Medical Officer (Homeopathy)	(1) By direct recruitment; or	Must possess B.H.M.S., degree and must have been registered in the Tamil Nadu Homeopathy Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess B.H.M.S., degree and must have been registered in the Tamil Nadu Homeopathy Medical Council ;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government; and  (3) Must have passed the Account Test for Executive Officers.
8.	Medical Officer (Unani)	(1) By direct recruitment; or	Must possess B.U.M.S., Degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess B.U.M.S., degree and must have been registered in the Tamil Nadu Medical Council;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government; and  (3) Must have passed the Account Test for Executive Officers

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
9.	Medical Officer (Siddha)	(1) By direct recruitment; or  (2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	Must possess B.S.M.S degree and must have been registered in the Tamil Nadu Siddha Medical Council.  (1) Must possess B.S.M.S., degree and must have been registered in the Tamil Nadu Siddha Medical Council;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government; and  (3) Must have passed the Account Test for Executive Officers
10.	Medical Officer (Ayurvedic)	(1) By direct recruitment; or  (2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	Must possess B.A.M.S. degree and must have been registered in the Tamil Nadu Ayurveda Medical Council.  (1) Must possess B.A.M.S. degree and must have been registered in the Tamil Nadu Ayurveda Medical Council ;  (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government ; and  (3) Must have passed the Account Test for Executive Officers.
11.	Medical Officer (Tuberculosis)	(1) By direct recruitment; or  (2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council; and  (2) Must possess a diploma in Tuberculosis Diseases (T.D.D.)  (1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council;  (2) Must possess a diploma in Tuberculosis Diseases (T.D.D.);  (3) Must have rendered service in an equivalent cadre for a period of not less than two years in a department or Institution under the control of the Government; and  (4) Must have passed the Account Test for Executive Officers and Departmental Test in the Tamil Nadu Medical Code.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
12.	Chief Veterinary Medical Officer	(1) By promotion from among the holders of the post of Veterinary Medical Officer; or	(1) Must have rendered service as Veterinary Medical Officer for a period of not less than five years; and  (2) Must have passed the Account Test for Executive Officers and Animal Husbandry Department test.
		(2) By deputation from among the holders of the post of Veterinary Officer or equivalent cadre in the Tamil Nadu Animal Husbandry Service.	Must have rendered service in an equivalent cadre for a period of not less than two years in the Tamil Nadu Animal Husbandry Service.
13.	Veterinary Medical Officer	(1) By direct recruitment; or	Must possess B.V.Sc., degree or any equivalent degree.
		(2) By deputation from among the holders of the post of Veterinary Assistant Surgeon or an equivalent cadre in the Tamil Nadu Animal Husbandry Service.	(1) Must have rendered service in an equivalent cadre of post for a period of not less than two years in the Tamil Nadu Animal Husbandry Service; and  (2) Must have passed the Account Test for Executive Officers and Animal Husbandry Department Test.
14.	Chief Vector Control Officer	(1) By promotion from among the holders of the post of Senior Entomologist; or	(1) Must possess a Master's degree in Zoology or its equivalent in Medical Entomology; and  (2) Must have rendered service as Senior Entomologist for a period of not less than five years.
		(2) By deputation from among the holders of the post of Chief Entomologist or any other equivalent cadre in the Tamil Nadu Public Health Service.	Must have rendered service in an equivalent cadre of post for a period of not less than two years in a Department or Institution under the control of the Government.
15.	Senior Entomologist	(1) By recruitment by transfer from among the holders of the post of Entomologist in the Tamil Nadu Municipal Corporation Service; or	Must have rendered service as Entomologist for a period of not less than five years.
		(2) By deputation from among the holders of the post of Senior Entomologist in the Tamil Nadu Public Health Service.	Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
16.	Health Education Officer	By promotion from among the holders of the post of Sanitary Officer.	(1) Must possess a Bachelor degree or Master degree either in Sociology or in Health Education;  (2) Must have rendered service as Sanitary Officer for a period of not less than ten years; and  (3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
17.	Sanitary Officer	By recruitment by transfer from among the holders of the post of Sanitary Inspector in the Tamil Nadu Municipal Corporation Service and the Tamil Nadu Municipal Council Service by following combined seniority.	Must have rendered service as Sanitary Inspector for a period of not less than five years.

TABLE V

5. Information Technology Wing			
1.	Senior System Manager	(1) By promotion from among the holders of the post of System Analyst; or  (2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	Must have rendered service as System Analyst for a period of not less than five years.  Must have rendered service in an equivalent cadre for a period of not less than two years with exposure in the field of Information Technology in the Government departments or State Public Sector Undertakings.
2.	System Analyst	(1) By direct recruitment; or  (2) By recruitment by transfer from among the holders of the post of Programmer in the Tamil Nadu Municipal Corporation Service and the Tamil Nadu Municipal Council Service; or  (3) By deputation from among the holders of the post in an equivalent cadre in any Government Department or State Public Sector Undertaking.	Must possess a B.E. degree in Computer Science or a B.Tech. degree in Computer Science or Information Technology Master of Computer Applications or M.Sc. Information Technology or M.Sc. Computer Science with not less than two years of experience in the field of Computer Science or Information Technology.  (1) Must possess a B.E. or B.Tech., degree in Computer Science or Information Technology or Master of Computer Applications or M.Sc., Information Technology or M.Sc. Computer Science; and  (2) Must have rendered service as Programmer for a period of not less than five years.  Must have rendered service in an equivalent cadre for a period of not less than two years with exposure in the field of Information Technology in the Government departments or State Public Sector Undertakings.

**205. Appointing Authority, Disciplinary Authority and the Appellate/Reviewing Authority.**— (1) In respect of the posts specified in column (1) of the Table below, the appointing authority, the disciplinary authority and the appellate/reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column (4), respectively, thereof :-

## THE TABLE.

<i>Post</i> (1)	<i>Appointing authority</i> (2)	<i>Disciplinary authority</i> (3)	<i>Appellate/Reviewing authority</i> (4)				
<b>1. GENERAL WING</b>							
<b>DIVISION I (Administration)</b>							
1. Deputy Commissioner	Government	Government	Government				
2. Assistant Commissioner, Senior Grade (Zone)							
3. City Revenue Officer							
4. Additional City Revenue Officer							
5. Chief Accounts Officer		Commissioner, Chennai City Municipal Corporation					
6. Assistant Commissioner, Grade I (Zone)		Director of Municipal Administration					
7. Assistant Commissioner, Grade II (Zone)							
8. Assistant Commissioner (Personnel)							
9. Assistant Commissioner (Accounts)							
10. Assistant Commissioner (Revenue)							
11. Assistant Commissioner, Grade III (Zone)							
12. Senior Revenue Officer	Government	Commissioner for Chennai City Municipal Corporation					
13. Senior Accounts Officer							
<b>DIVISION - LEGAL</b>							
1. Senior Law Officer	Government	Government	Government				
2. Law Officer, Grade I		Commissioner for Chennai City Municipal Corporation / Director of Municipal Administration for other Municipal Corporations					
3. Council Secretary, Grade I							
<b>2. ENGINEERING WING</b>							
<b>DIVISION I</b>							
1. Chief Engineer	Government	Government	Government				
2. Superintending Engineer							
3. Executive Engineer		Commissioner for Chennai City Municipal Corporation, Director of Municipal Administration for other Municipal Corporations as well as Municipal Council and Director of Town Panchayats for Town Panchayats.					
4. Assistant Executive Engineer							

Post (1)	Appointing authority (2)	Disciplinary authority (3)	Appellate/Reviewing authority (4)		
<b>DIVISION II (Electrical)</b>					
1. Superintending Engineer (Electrical)	Government	Government	Government		
2. Executive Engineer (Electrical)		Commissioner for Chennai City Municipal Corporation,			
3. Assistant Executive Engineer (Electrical)					
<b>DIVISION III (General)</b>					
1. Park Superintendent	Government	Commissioner, Chennai City Municipal Corporation	Government		
2. Sports Officer					
<b>3. TOWN PLANNING WING</b>					
1. City Planner / Urban Planner	Government	Director of Municipal Administration	Government		
2. Assistant City Planner / Assistant Urban Planner					
<b>4. MEDICAL, PUBLIC HEALTH AND SANITATION WING</b>					
<b>DIVISION I (Medical)</b>					
1. City Medical Officer	Government	Government	Government		
2. Additional City Medical Officer	Government	Commissioner, Chennai City Municipal Corporation			
3. Zonal Medical Officer					
4. Medical Officer	Government	Commissioner for Chennai City Municipal Corporation/ Director of Municipal Administration for other Municipal Corporations			
5. Anesthetist					
6. Obstetrician					
<b>DIVISION II (Public Health and Sanitation)</b>					
1. City Health Officer, Grade I	Government	Government	Government		
2. City Health Officer, Grade II					
3. City Health Officer, Grade III	Government	Director of Municipal Administration			
4. City Health Officer, Grade IV					
5. Assistant City Health Officer	Government	Commissioner for Chennai City Municipal Corporation/ Director of Municipal Administration for other Municipal Corporations			
6. Medical Officer (Allopathy)					
7. Medical Officer (Homeopathy)					
8. Medical Officer (Unani)					
9. Medical Officer (Siddha)					
10. Medical Officer (Ayurvedic)					
11. Medical Officer (Tuberculosis)					
12. Chief Veterinary Medical Officer	Government	Commissioner, Chennai City Municipal Corporation	Government		
13. Veterinary Medical Officer	Government	Commissioner for Chennai City Municipal Corporation/ Director of Municipal Administration for other Municipal Corporations			

<i>Post</i> (1)	<i>Appointing authority</i> (2)	<i>Disciplinary authority</i> (3)	<i>Appellate/Reviewing authority</i> (4)
14. Chief Vector Control Officer	Government	Commissioner, Chennai City Municipal Corporation	Government
15. Senior Entomologist			
16. Health Education Officer			
17. Sanitary Officer	Government	Commissioner for Chennai City Municipal Corporation / Director of Municipal Administration for other Municipal Corporations and Municipal Council.	
<b>5. INFORMATION TECHNOLOGY WING</b>			
1. Senior System Manager	Government	Commissioner for Chennai City Municipal Corporation / Director of Municipal Administration for other Municipal Corporations	Government
2. System Analyst			

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

**206. Unit for appointment, transfer and posting.**— The State shall be a single unit for appointment, promotion, reversion, transfer and discharge for all the posts in the Tamil Nadu Municipal Service.

**207. The Competent authority for transfer and postings.**— The Government shall be the authority competent for effecting transfer and posting for the posts in Tamil Nadu Municipal Service; provided that the Director concerned shall be the authority competent for effecting transfer and posting for the posts below Pay level 25 in Tamil Nadu Municipal Service when effecting transfer within the Directorate.

**208. Refresher Trainings.**— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skills:-

THE TABLE.

<i>Sl. No.</i> (1)	<i>Name of the post</i> (2)	<i>Training</i> (3)
1.	Senior Revenue Officer	Intensive Training programme
2.	Senior Accounts Officer	Intensive Training programme
3.	City Engineer, Grade III	One course of Technical Training programme
4.	Assistant Executive Engineer	One course of Technical Training programme
5.	City Planner / Urban Planner	One course of Technical Training programme
6.	Assistant City Planner / Assistant Urban Planner	One course of Technical Training programme
7.	Executive Engineer (Electrical)	One course of Technical Training programme
8.	Assistant Executive Engineer (Electrical)	One course of Technical Training programme
9.	Sanitary Officer	Refresher Training once in two years

**209. Tests.**— The holders of the posts specified in column (2) of the Table below shall within the period of their probation pass the tests specified in the corresponding entry in column (3) thereof:—

THE TABLE.

Sl. No. (1)	Name of the post (2)	Tests (3)
1.	Zonal Medical Officer / City Health Officer, Grade IV	(1) Account Test for Executive Officers (2) Tamil Nadu Medical Code
2.	Medical Officer / Medical Officer (Tuberculosis) / Obstetrician / Anesthetist / Medical Officer (Allopathy) / Assistant City Health Officer	(1) Account Test for Executive Officers. (2) Tamil Nadu Medical Code (3) Acts and Rules relevant to Municipal Administration Paper I and Paper III of the Departmental tests for Municipal Administration Department
3.	Medical Officer (Homeopathy) / Medical Officer (Siddha) / Medical Officer (Unani) / Medical Officer (Ayurvedic)	Account Test for Executive Officers.
4.	Veterinary Medical Officer	Account Test for Executive Officers and Animal Husbandry Department Test.

PART III.

SPECIAL RULES.

THE TAMIL NADU MUNICIPAL CORPORATION SERVICE.

**210. Classification of posts.**— This Service shall consist of the following wings and shall be classified into various divisions and posts, namely:—

TABLE I

1. MUNICIPAL CORPORATION GENERAL WING

DIVISION I (Administration)	
Sl. No. (1)	Name of the post (2)
1	Administrative Officer
2	Accounts Officer
3	Revenue Officer
4	Superintendent
5	Assessor
6	Assistant Revenue Officer
7	Shorthand Typist, Grade I
8	Reporter
9	License Inspector
10	Shorthand Typist, Grade II
11	Assistant
12	Computor-cum-Clerk
13	Personal Clerk

<i>Sl. No.</i> (1)	<i>Name of the post</i> (2)
14	Shorthand Typist, Grade III
15	Junior Assistant
16	Tax Collector
17	Typist
18	Driver
19	Record Assistant
20	Jamedar
21	Duffadar
22	Office Assistant
23	Watchman
24	Such other posts listed in Annexure I to this Chapter
<b>DIVISION II</b> <b>(Legal)</b>	
1	Law Officer, Grade II
2	Council Secretary, Grade II
3	Assistant Law Officer
<b>DIVISION III</b> <b>(Deputation posts)</b>	
1	Public Relations Officer, Grade II
2	Vigilance Inspector
3	Tahsildar
4	Assistant Public Relations Officer
5	Sub Inspector of Survey
6	Head Constable

## 2. MUNICIPAL CORPORATION ENGINEERING WING

<b>DIVISION I</b>	
<i>Sl. No.</i> (1)	<i>Name of the post</i> (2)
1	Assistant Engineer
2	Junior Engineer
3	Junior Engineer (Automobile)
4	Draughtsman
5	Technical Assistant
6	Skilled Assistant, Grade I
7	Assistant Draughtsman
8	Skilled Assistant, Grade II
<b>DIVISION II</b> <b>(Electrical)</b>	
1	Assistant Engineer (Electrical)
2	Junior Engineer (Electrical)
3	Supervisor (Electrical)
4	Electrical Superintendent
5	Skilled Assistant, Grade I (Electrical)
6	Skilled Assistant, Grade II (Electrical)

DIVISION III (General)	
Sl. No. (1)	Name of the post (2)
1	Assistant Sports Officer
2	Playground Instructor
3	Park Supervisor
4	Park Overseer

## 3. MUNICIPAL CORPORATION TOWN PLANNING WING

Urban Planning Inspector (Assistant Engineer, Planning)

## 4. MUNICIPAL CORPORATION MEDICAL, PUBLILC HEALTH AND SANITATION WING

DIVISION I (Medical)	
Sl. No. (1)	Name of the post (2)
1	Statistical Assistant
2	Maternal and Child Health Officer
3	Nursing Superintendent
4	Assistant Nursing Superintendent
5	Medical Store Officer
6	Staff Nurse
7	Statistical Supervisor
8	Chief Pharmacist
9	Lab Technician, Grade II
10	Pharmacist
11	Sector Health Nurse
12	Urban Health Nurse
13	Attendant

  

DIVISION II (Public Health and Sanitation)	
Sl. No. (1)	Name of the post (2)
1	Entomologist
2	Sanitary Inspector
3	Cleanliness Supervisor
4	Cleanliness Inspector
5	Field Assistant
6	Basic Health Worker
7	Sanitary Supervisor
8	Cleanliness Maistry
9	Cleanliness Worker

5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING	
1	Programmer
2	Assistant Programmer
3	Data entry operator

**211. Method of appointment and qualifications—** Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column (4) thereof:-

TABLE I

## 1. Municipal Corporation General Wing

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>DIVISION I (ADMINISTRATION)</b>			
1.	Administrative Officer	<p>(1) By promotion from among the holders of the post of Superintendent and Assistant Revenue Officer by following combined seniority within the Corporation:</p> <p>Provided that the appointment to the post from Graduate Superintendent / Assistant Revenue Officer and Non-Graduate Superintendent / Assistant Revenue Officer shall be made in the ratio of 1:1; or</p> <p>(2) By transfer from among the holders of the post of Accounts Officer or Revenue Officer; or</p> <p>(3) By deputation from among the holders of the post of Superintendent of Directorate, belonging to the Tamil Nadu Ministerial Service:</p> <p>Provided that not more than two superintendents shall be appointed to the post at any given time.</p>	<p>(1) Must possess a degree; and</p> <p>(2) Must have rendered service as Superintendent or Assistant Revenue Officer for a period of not less than two years.</p> <p>(1) Must possess a degree; and</p> <p>(2) Must have rendered service as Superintendent for a period of not less than three years in the Directorate.</p>
2.	Accounts Officer	By transfer from among the holders of the post of Administrative Officer or Revenue Officer.	<p>(1) Must possess a degree; and</p> <p>(2) Must have rendered service as Superintendent for a period of not less than two years.</p>
3.	Revenue Officer	By promotion from among the holders of the post of Assistant Revenue Officer and Superintendent by following combined seniority within the Corporation and from among the holders of the post of Assessor in Chennai City Municipal Corporation.	<p>(1) Must possess a degree; and</p> <p>(2) Must have rendered service as Assistant Revenue Officer or Superintendent in other Municipal Corporations or Assessor in Chennai City Municipal Corporation for a period of not less than two years.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Superintendent	(1) By promotion from among the holders of the post of Assistant, and Personal Clerk in Corporations other than Chennai City Municipal Corporation and from among the holders of the post of Assistant, Computer-cum-clerk and Shorthand Typist Grade III in Chennai City Municipal Corporation by following combined seniority in the ratio of 19 : 1 (Assistant : Personal Clerk or Shorthand Typist Grade III); or	(1) Must have rendered service as Assistant or Computer-cum-clerk or Personal Clerk or Shorthand Typist Grade III for a period of not less than five years; and  (2) Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers Part I.
		(2) By transfer from among the holders of the post of Assistant Revenue Officer.	
5.	Assessor	By promotion from among the holders of the post of License Inspector.	Must have rendered service as License Inspector for a period of not less than two years.
6.	Assistant Revenue Officer	By transfer from among the holders of the post of Superintendent.	
7.	Shorthand Typist, Grade I	By promotion from among the holders of post of Shorthand Typist, Grade II.	
8.	Reporter	(1) By direct recruitment;	(1) Must have passed S.S.L.C Examination;  (2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;  (3) Must have passed Government Technical Examination in shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil;  (4) Must have passed a Certificate Course in Microsoft Office (Windows);

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		(2) By promotion from among the holders of the posts of Shorthand Typist Grade II and III in the ratio of 1:1.	(1) Must have rendered service as Shorthand Typist Grade II or Must have rendered service as Shorthand Typist Grade III for a period of not less than three years;  (2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;  (3) Must have passed Government Technical Examination high speed test in shorthand Tamil;  (4) Must have passed Government Technical Examination in shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil; and  (5) Must have passed a Certificate Course in Microsoft Office (Windows);
9.	License Inspector	By promotion from among the holders of the post of Tax Collector and Assistant in the ratio of 1:1:1:3 as mentioned below:—  (i) Non graduate Tax Collector. (ii) Graduate Tax Collector. (iii) Non-Graduate Assistant. (iv) Graduate Assistant.	(1) Must have rendered service as Tax Collector for a period of not less than seven years; or  (2) Must have rendered service as Assistant for a period of not less than five years.
10.	Shorthand Typist, Grade II	By promotion from among the holders of the post of Shorthand Typist, Grade III.	
11.	Assistant	(1) By promotion from among the posts of Junior Assistant, Typist and Tax Collector by following combined seniority.	(1) Must have rendered service as Junior Assistant or Typist for a period of not less than five years; A Junior Assistant must have rendered service as Tax Collector for a period of not less than two years and a Tax Collector must have rendered service as a Junior Assistant for a period of not less than two years in the total service of five years.  (2) Must have passed the following tests:  (i) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
			<p>(ii) Account Test for Subordinate Officers Part I;</p> <p>(iii) The Tamil Nadu Government Office Manual Test; and</p> <p>(3) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.</p>
		(2) By transfer from among the holders of the post of Personal Clerk.	
12.	Computer-cum-Clerk	By promotion from among the holders of the posts of Junior Assistant / Typist	<p>(1) Must have passed S.S.L.C or its equivalent.</p> <p>(2) Must have passed Departmental Exam Subordinate Officer Account Test Part I, Tamil Nadu Government Office Manual Test and Computer Knowledge in Office Automation from the Recognised Institution approved by Government of Tamil Nadu.</p>
13.	Personal Clerk	(1) By direct recruitment; or	<p>(1) Must have passed S.S.L.C. Examination; and</p> <p>(2) Must have passed the Government Technical Examination in Tamil and English in Typewriting and Shorthand both by Senior Grades.</p>
		(2) By transfer from among the holders of the post of Assistant.	Must have passed the Government Technical Examination in Tamil and English in Type writing and Shorthand both by Senior Grades.
14.	Shorthand Typist, Grade III	(1) By direct recruitment; and	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;</p> <p>(3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil;</p> <p>(4) Must have passed a Certificate Course in Microsoft Office(Windows);</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the posts of Junior Assistant, Typist, Tax Collector, Record Assistant by following combined seniority.</p> <p>Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 5:1.</p>	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;</p> <p>(3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil;</p> <p>(4) Must have passed a Certificate Course in Microsoft Office (Windows);</p> <p>(5) Must have rendered a minimum period of five years service in any of the feeder category posts such as Junior Assistant, Typist and Tax Collector.</p> <p>(6) Must have passed a certificate course in Computer Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu; and</p> <p>(7) Must have passed the following tests:</p> <ul style="list-style-type: none"> <li>(i) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</li> <li>(ii) Account Test for Subordinate Officers Part I; and</li> <li>(iii) The Tamil Nadu Government Office Manual Test.</li> </ul>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
15.	Junior Assistant	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the posts listed in the Annexure-I to this Chapter.</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1.</p> <p>(3) By Transfer from among the holders of the post of Tax Collector / Typist.</p>	<p>Must have passed S.S.L.C. Examination.</p> <p>(1) Must have passed S.S.L.C Examination;</p> <p>(2) Must have rendered service as Record Assistant (Record Clerk) for a period of not less than three years;</p> <p>(3) Must have rendered service for not less than five years for the holders of the posts listed in the Annexure-I in the ratio of 1:1.</p> <p>(4) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu; and</p> <p>(5) Must have passed the following tests:-</p> <p>(i) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department;</p> <p>(ii) Account Test for Subordinate Officers Part I; and</p> <p>(iii) The Tamil Nadu Government Office Manual Test.</p>
16.	Tax Collector	<p>(1) By direct recruitment; or</p> <p>(2) By promotion from among the holders of the posts listed in the Annexure-I to this Chapter.</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1; and</p> <p>(3) By transfer from among the holders of the post of Junior Assistant / Typist</p>	<p>Must have passed S.S.L.C Examination;</p> <p>(1) Must have passed S.S.L.C Examination;</p> <p>(2) Must have rendered service as Record Assistant (Record Clerk) for a period of not less than three years;</p> <p>(3) Must have rendered service for a period of not less than five years for the holders of the posts listed in the Annexure-I in the ratio of 1:1; and</p> <p>(4) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
17.	Typist	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the posts listed in Annexure-I to this Chapter.</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1.</p>	<p>(1) Must have passed S.S.L.C. Examination; and</p> <p>(2) Must have passed Typewriting Senior Grade in Tamil as well as English, conducted by the Directorate of Technical Education.</p> <p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed Type writing Senior Grade in Tamil as well as English, conducted by the Directorate of Technical Education;</p> <p>(3) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu;</p> <p>(4) Must have rendered service as Record Assistant (Record Clerk) for a period not less than three years;</p> <p>(5) Must have rendered service for a period of not less than five years for the holders of the posts listed in the Annexure-I to this Chapter; and</p> <p>(6) Must have passed the following tests.</p> <p>(i) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</p> <p>(ii) Account Test for Subordinate Officers Part I; and</p> <p>(iii) The Tamil Nadu Government Office Manual Test.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
18.	Driver	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the posts listed in the Annexure-I to this Chapter.</p> <p>Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>(1) Must have passed S.S.L.C. or its equivalent examination; and</p> <p>(2) Must possess a driving licence for heavy transport vehicles.</p> <p>(1) Must have passed S.S.L.C. or its equivalent examination;</p> <p>(2) Must have rendered service for a period of not less than three years in the post of Record Assistant; or</p> <p>(3) Must have rendered service for a period of not less than five years for the holders of the post listed in the Annexure-I in the ration of 1:1; and</p> <p>(4) Must possess a driving licence for heavy transport vehicles.</p>
19.	Record Assistant	By direct recruitment	Must have passed SSLC Examination;
20.	Jamedar	<p>By Transfer from among the holders of the post of Duffadar and Office Assistant.</p> <p>Provided the date of joining in the feeder category post of Office Assistant may be taken into account for determining the seniority.</p>	Must have passed VIII Standard.
21.	Duffadar	By transfer from among the holders of the post of Office Assistant.	Must have passed VIII Standard
22.	Office Assistant	(1) By direct recruitment; or	Must have passed VIII Standard.
		<p>(2) By transfer from among the holders of the posts listed in the Annexure-I to this Chapter.</p> <p>Provided that the date of joining in the feeder category post may be taken into account for determining the seniority.</p>	Must have passed VIII Standard.
23.	Watchman	By direct recruitment	Must have passed VIII Standard.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>DIVISION II – (LEGAL)</b>			
1.	Law Officer, Grade II	(1) By promotion from among the holders of the post of Assistant Law Officer or Superintendent or Assistant Revenue Officer	(1) Must possess a degree in Law; (2) Must have rendered service as Assistant Law Officer or Superintendent or Assistant Revenue Officer for a period of not less than two years; and (3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III and Paper IV of the departmental tests for the Municipal Administration Department.
		(2) By transfer from among the holders of the post of Council Secretary, Grade II.	
		(3) By deputation from among the holders of the post of Section Officer, Law Department in the Tamil Nadu General Service.	
2.	Council Secretary, Grade II	(1) By promotion from among the holders of the post of Superintendent; or Assistant Revenue Officer	(1) Must possess a degree in Law; (2) Must have rendered service as Superintendent or Assistant Revenue Officer for a period of not less than two years; and (3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I, Paper II, Paper III and Paper IV of the departmental tests for the Municipal Administration Department.
		(2) By transfer from among the holders of the post of Law Officer, Grade II.	
		(3) By deputation from among the holders of the post of Section Officer, Law Department in the Tamil Nadu General Service.	
3.	Assistant Law Officer	(1) By direct recruitment; or	(1) Must possess a degree in Law; (2) Must have an experience of not less than ten years as Advocate out of which five years of experience in High Court.
		(2) By deputation from among the holders of the post of Assistant Section Officer, Law Department in the Tamil Nadu Secretariat Service.	Must have rendered service as Assistant Section Officer in Law Department of Secretariat for a period of not less than two years.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
<b>DIVISION III (Deputation posts)</b>			
1.	Public Relations Officer, Grade II	By deputation from among the holders of the post of Public Relations Officer in Tamil Development and Information Department.	
2.	Vigilance Inspector	By deputation from the equivalent cadre post from Police Department.	
3.	Tahsildar	By deputation from an equivalent cadre post from the Revenue Department.	
4.	Assistant Public Relations Officer	By deputation from among the holders of the post of Assistant Public Relations Officer in Tamil Development and Information Department.	
5.	Sub Inspector of Survey	By deputation from an equivalent cadre post from the Revenue Department.	
6.	Head Constable	By deputation from an equivalent cadre post from the Police department.	

**TABLE II**  
**2. Municipal Corporation Engineering Wing**

**DIVISION I**

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Assistant Engineer	<p>(1) By direct recruitment;</p> <p>(2) By promotion from among the holders of the post of Junior Engineer other than Junior Engineer (Electrical) from Chennai City Municipal Corporation:</p> <p>Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 3:1.</p>	<p>Must possess B.E. degree in Civil or Mechanical or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any recognized university or institution;</p> <p>(1) Must possess B.E. degree in Civil or Mechanical or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any recognized university or institution; and</p> <p>(2) Must have rendered service as Junior Engineer for a period of not less than three years.</p> <p>(3) Must have passed Account Test for Public Works Department Subordinate Officers Part II.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
2.	Junior Engineer	By promotion from among the holders of post of Draughtsman or Technical Assistant and Electrical Superintendent in the ratio of 20:1 (Draughtsman / Technical Assistant : Electrical Superintendent )	<p>(1) Must have rendered service as Draughtsman or Technical Assistant or Electrical Superintendent for a period of not less than three years; and</p> <p>(2) Must have passed the following tests.</p> <p>(a) Acts and Rules relevant to Municipal Administration Paper I,</p> <p>(b) Must have passed Account test for Public Works Department Subordinate Officers Part I.</p>
3.	Junior Engineer (Automobile)	(1) By direct recruitment; and	Must possess a diploma in Mechanical or Automobile Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.
		(2) By promotion from among the holders of the post of Draughtsman and Technical Assistant by following combined seniority.	<p>(1) Must possess a diploma in Mechanical or Automobile Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; and</p> <p>(2) Must have rendered service as Draughtsman or Technical Assistant for a period not less than three years.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Draughtsman	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the post of Assistant Draughtsman in Chennai City Municipal corporation and from among the holders of the post of Skilled Assistant, Grade I and Skilled Assistant, Grade II by following combined seniority in Corporations other than Chennai City Municipal Corporations.</p>	<p>Must possess a Diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.</p> <p>(1) Must have rendered service in the post of Assistant Draughtsman in Chennai City Municipal corporation for a period of not less than three years;</p> <p>(2) Must possess a Diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; and</p> <p>(3) Must have rendered service as Skilled Assistant, Grade I for not less than five years or as Skilled Assistant, Grade II for not less than seven years as the case may be.</p>
5.	Technical Assistant	<p>(1) By direct recruitment; or</p> <p>(2) By promotion from among the holders of the post of Skilled Assistant, Grade I and Skilled Assistant, Grade II in the ratio of 5:1:</p> <p>Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>Must possess a diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.</p> <p>(1) Must possess a diploma in Civil or Mechanical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent;</p> <p>(2) Must have passed Account Test for Public Works Department Subordinate Officers Part I; and</p> <p>(3) Must have rendered service as Skilled Assistant, Grade I for not less than five years or as Skilled Assistant, Grade II for not less than seven years as the case may be.</p>
6.	Skilled Assistant, Grade I	(1) By direct recruitment; or	<p>(1) Must have passed S.S.L.C; and</p> <p>(2) Must possess an ITI Trade certificate (Civil and Mechanical) from an Institute recognised by the Government of Tamil Nadu.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		(2) By promotion from among the holders of the post of Skilled Assistant, Grade II.	Must have rendered service as Skilled Assistant, Grade II and Assistant Draughtsman for a period of not less than five years.
7.	Assistant Draughtsman	(1) By direct recruitment; and  (2) By transfer from among the holders of post of Skilled Assistant, Grade II and Skilled Assistant Grade II (Electrical)  Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 1:1.	Must possess a diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.  (1) Must possess a diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; and  (2) Must have rendered service for a period of not less than two years in the feeder category posts.
8.	Skilled Assistant, Grade II	(1) By direct recruitment; and  (2) By promotion from among the posts listed in the Annexure I to this Chapter.  Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 1:3.	(1) Must have passed S.S.L.C; and  (2) Must possess an ITI Trade certificate (Civil or Mechanical) from an Institute recognised by Government of Tamil Nadu.  (1) Must have passed S.S.L.C;  (2) Must possess an ITI Trade certificate (Civil or Mechanical) from an Institute recognised by Government of Tamil Nadu.; and  (3) Must have rendered service for a period of not less than two years in the feeder category posts.
<b>DIVISION II (ELECTRICAL)</b>			
1.	Assistant Engineer (Electrical)	(1) By direct recruitment; and  (2) By promotion from among the holders of the post of Junior Engineer (Electrical):  Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 3:1.	Must possess B.E. degree in Electrical Engineering or B.Tech degree in Electrical or any other qualification considered equivalent from any Recognised university or Institution.  (1) Must possess B.E. degree in Electrical Engineering or B.Tech degree in Electrical or any other qualification considered equivalent from any recognized University or Institution; and  (2) Must have rendered service as Junior Engineer (Electrical) for a period of not less than three years.
2.	Junior Engineer (Electrical)	By promotion from among the holders of the post of Supervisor (Electrical).	Must have rendered service as Supervisor (Electrical) for a period of not less than three years.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
3.	Supervisor (Electrical)	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the post of Skilled Assistant, Grade I (Electrical)</p>	<p>Must possess a diploma in Electrical Engineering awarded by the Directorate of Technical Education or its equivalent.</p> <p>(1) Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent;</p> <p>(2) Must have rendered service for a period of not less than three years in the post of Skilled Assistant, Grade I (Electrical);</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration, Paper – I; and</p> <p>(4) Accounts Test for Public Works Department Subordinate Officers Part I.</p>
4.	Electrical Superintendent	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the post of Skilled Assistant, Grade I (Electrical) and Skilled Assistant, Grade II (Electrical) by following combined seniority in the ratio of 5:1;</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>Must possess a diploma in Electrical Engineering awarded by the Directorate of Technical Education or its equivalent awarded by any recognized Institutions.</p> <p>(1) Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent awarded by any recognized Institutions.</p> <p>(2) Must have rendered service as Skilled Assistant Grade I (Electrical) for not less than two years or as Skilled Assistant Grade II (Electrical) for not less than five years, as the case may be, by following combined seniority; and</p> <p>(3) Account Test for Public Works Department Subordinate Officers Part I.</p>
5.	Skilled Assistant, Grade I (Electrical)	By promotion from among the holders of the post of Skilled Assistant, Grade II (Electrical).	Must have rendered service for a period of not less than two years in the post of Skilled Assistant, Grade II.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
6.	Skilled Assistant, Grade II	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the posts listed in the Annexure I to this Chapter:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>(1) Must have passed S.S.L.C; and</p> <p>(2) Must possess an ITI certificate in Electrical Trade from a Institute recognised by Government of Tamil Nadu.</p> <p>Must possess a diploma in Civil or Mechanical or Electrical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.</p>
<b>DIVISION III (GENERAL)</b>			
1.	Assistant Sports Officer	<p>(1) By promotion from among the holders of post of Play Ground Instructor; or</p> <p>(2) By deputation from an equivalent cadre post from the Sports Development Authority of Tamil Nadu.</p>	<p>(1) Must possess a degree in Physical Education; and</p> <p>(2) Must have passed the Tamil Nadu Government Office Manual Test conducted by the Tamil Nadu Public Service Commission.</p>
2.	Play Ground Instructor	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the posts of Skilled Assistant, Grade I, Skilled Assistant, Grade II, Skilled Assistant, Grade I (Electrical), Skilled Assistant, Grade II (Electrical), Cleanliness Inspector, Basic Health Worker and Sanitary Supervisor.</p> <p>Provided that the appointment by direct recruitment and by promotion Shall be made in the ratio of 1:1; or</p> <p>(3) By deputation from an equivalent cadre post from the Sports Development Authority of Tamil Nadu.</p>	<p>Must possess a diploma in Physical Education or its equivalent awarded by recognized Institutions.</p> <p>Must possess a diploma in Physical Education or its equivalent awarded by recognized Institutions.</p> <p>Must have rendered service in an equivalent cadre post for a period of not less than two years.</p>
3.	Park Supervisor	<p>(1) By promotion from among the holders of post of Park Overseer; or</p> <p>(2) By deputation from an equivalent cadre post from the department of Horticulture.</p>	<p>Must have rendered service as Park Overseer for a period of not less than five years.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Park Overseer	(1) By direct recruitment; or	Must possess a diploma in Horticulture.
		(2) By promotion from among the posts listed in Annexure-I to this Chapter.  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1; or	Must possess a diploma in Horticulture;
		(3) By deputation from an equivalent cadre post from the Department of Horticulture	Must have rendered service in an equivalent category of post for a period of not less than two years.

TABLE III

## 3. Municipal Corporation Town Planning Wing

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Urban Planning Inspector (Assistant Engineer, Planning)	By direct recruitment	Must possess a degree in Planning or Civil Engineering or Architecture or any other qualification considered equivalent thereto awarded by any recognized University or Institution.

TABLE IV

## 4. Municipal Corporation Medical, Public Health and Sanitation Wing

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
DIVISION I (MEDICAL)			
1.	Statistical Assistant	By direct recruitment.	Must possess a degree in Statistics or in Mathematics with Statistics as allied subject.
2.	Maternal and Child Health Officer	(1) By promotion from among the holders of the posts of Staff Nurse.	(1) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and  (2) Must possess a Certificate of Registration in Section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926).
		(2) By deputation from among the holders of the post of Maternal and Child Health Officer from the Directorate of Public Health and Preventive Medicine.	
3.	Nursing Superintendent	By promotion from among the holders of the post of Assistant Nursing Superintendent.	Must have rendered service as Assistant Nursing Superintendent for a period of not less than one year.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
4.	Assistant Nursing Superintendent	By promotion from among the holders of the post of Staff Nurse.	Must have rendered service as staff Nurse for a period of not less than ten years.
5.	Medical Store Officer	By promotion from among the holders of the post of Chief Pharmacist.	Must have rendered service as Chief Pharmacist for a period of not less than two years.
6.	Staff Nurse	<p>(1) By direct recruitment; or</p> <p>(2) By promotion from among the holders of the post of Urban Health Nurse or Sector Health Nurse:</p> <p>Provided that the appointment by the direct recruitment and promotion shall be made in the ratio of 5:1.</p>	<p>(1) Must possess B.Sc., (Nursing) from any Institution recognized by the Government of Tamil Nadu and the Tamil Nadu Nursing Council;</p> <p>(2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and</p> <p>(3) Must possess a Certificate of Registration in section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926).</p> <p>(1) Must possess B.Sc., (Nursing) from any recognized Institution by the Government of Tamil Nadu and Registered in the Tamil Nadu Nursing Council;</p> <p>(2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926);</p> <p>(3) Must possess a Certificate of Registration in section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and</p> <p>(4) Must have rendered service as Urban Health Nurse or Sector Health Nurse for a period of not less than five years.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
7.	Statistical Supervisor	By direct recruitment; or	Must possess B.Sc., degree in Mathematics / B.A., degree in Economics with statistics as ancillary or B.Sc., degree in statistics.
		By deputation from among the holders of the post of statistical supervisor or its equivalent cadre in State Government	
8.	Chief Pharmacist	By promotion from among the holders of the post of Pharmacist.	Must have rendered service as Pharmacist for a period of not less than two years.
9.	Lab Technician, Grade II	By direct recruitment.	<ul style="list-style-type: none"> <li>(1) Must have passed Higher Secondary Examination in regular stream; and</li> <li>(2) Must possess a diploma in Medical Lab Technician Course of two years duration from an institution approved by the Government of Tamil Nadu.</li> </ul>
10.	Pharmacist	By direct recruitment.	<ul style="list-style-type: none"> <li>(1) Must have passed a diploma in Pharmacy from any recognized Institution approved by the Government of Tamil Nadu; and</li> <li>(2) Must have registered in the Tamil Nadu Pharmacy Council.</li> </ul>
11.	Sector Health Nurse	By promotion from among the holders of the post of Urban Health Nurse.	<ul style="list-style-type: none"> <li>(1) Must have registered in the Tamil Nadu Nursing and Midwives' Council as registered lady health visitor; and</li> <li>(2) Must have rendered service as Urban Health Nurse for a period of not less than five years.</li> </ul>
12.	Urban Health Nurse	By direct recruitment:  Provided that the post of Urban Health Nurse shall be reserved only for women candidates.	<ul style="list-style-type: none"> <li>(1) Must have passed Higher Secondary Examination in regular stream.</li> <li>(2) Must have completed twenty – four months duration training in Auxiliary Nurse Midwife course in any recognized Government Institution; and</li> <li>(3) Must have registered in the Tamil Nadu Nursing and Midwives' Council as Auxiliary Nurse Midwife.</li> </ul>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
13.	Attendant	By direct recruitment.	<p>(1) Must have passed V Standard; and</p> <p>(2) Must be able to read and write Tamil.</p>
<b>DIVISION II (PUBLIC HEALTH AND SANITATION)</b>			
1.	Entomologist	By direct recruitment.	Must possess Master degree in Zoology or Medical Entomology from any recognized University.
2.	Sanitary Inspector	(1) By direct recruitment; and	<p>(1) Must possess B.Sc., degree in Zoology or Chemistry; or B.Sc., Degree in Public Health or Environmental Science or Microbiology; or Biochemistry from a recognized university.</p> <p>(2) Must have completed Sanitary Inspector course from any recognized institution; and</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I &amp; Paper III of the departmental tests for the Municipal Administration Department.</p>
		(2) By promotion from among the holders of the post of Field Assistant:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 10:1;	<p>(1) Must possess B.Sc., degree in Zoology; or Chemistry or Public Health or Environmental Science or Bachelor degree in Microbiology or Biochemistry from a recognized university.</p> <p>(2) Must have completed Sanitary Inspector course from any recognized institution; and</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I &amp; Paper III of the departmental tests for the Municipal Administration Department.</p>
3.	Cleanliness Supervisor	By promotion from the post of Cleanliness Inspector.	<p>(1) Must have passed S.S.L.C. Examination.</p> <p>(2) Must have completed two years of service as Cleanliness Inspector.</p>
4.	Cleanliness Inspector	By promotion from among the holders of the post of Cleanliness Maistry.	Must have rendered service as Cleanliness Maistry for a period of not less than three years.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
5.	Field Assistant	By promotion from among the holders of the post of Basic Health Worker.	(1) Must have rendered service as Basic Health Worker for a period of not less than five years; and  (2) Must have completed the course of Field Assistant training (local bodies) conducted by the recognized institution.
6.	Basic Health Worker	(1) By direct recruitment; and  (2) By promotion from among the holders of the post of Cleanliness worker:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 2:1.	Must have passed S.S.L.C Examination.  Must have passed S.S.L.C Examination.
7.	Sanitary Supervisor	(1) By direct recruitment and  (2) By promotion from among the holders of the post of Cleanliness Worker:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3.	Must have passed VIII Standard.  (1) Must have passed VIII standard; and (2) Must have rendered service as cleanliness worker for a period of not less than five years.
8.	Cleanliness Maistry	(1) By direct recruitment  (2) By promotion from among the holders of the post of Cleanliness Worker  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3.	Must have passed VIII Standard.  (1) Must have passed VIII standard; and (2) Must have rendered service as Cleanliness Worker for a period of not less than five years.
9.	Cleanliness Worker	By direct recruitment	Must have passed V Standard.

TABLE V

## 5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Programmer	(1) By direct recruitment; or	Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications.

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the post of Assistant Programmer;</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 5:1;</p>	<p>(1) Must have successfully completed training programmes in any three of the following subjects from a Government Institution or Certified Training Centers namely:-</p> <ul style="list-style-type: none"> <li>(a) MS. SharePoint;</li> <li>(b) SQL;</li> <li>(c) Network Administration;</li> <li>(d) GIS;</li> <li>(e) Web Technologies;</li> <li>(f) Post Gress;</li> <li>(g) ASP Net;</li> <li>(h) LINUX; and</li> <li>(i) M.S. Project;</li> </ul> <p>(2) Must have rendered service as Assistant Programmer for a period of not less than five years; and</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</p>
		<p>(3) By deputation from among the holders of the post in an equivalent cadre in any Government department or State Public Sector Undertaking.</p>	<p>(1) Must possess B.E., or B.Tech., degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and</p> <p>(2) Must have rendered service for a period of not less than two years in an equivalent cadre with exposure in the field of Information Technology in any Government departments or State Public Sector Undertaking.</p>
2.	Assistant Programmer	<p>(1) By direct recruitment; and</p>	<p>Must possess B.E., or B.Tech., degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications from any University.</p>

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the post of Data Entry Operator:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 5:1.</p>	<p>(1) Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and</p> <p>(2) Must have rendered service as Data Entry Operator for a period of not less than five years; and</p> <p>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</p>
		<p>(3) By deputation from among the holders of the post in an equivalent cadre in any Government department or State Public Sector Undertakings.</p>	<p>(1) Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and</p> <p>(2) Must have rendered service for a period of not less than one year in equivalent cadre with exposure in the field of Information Technology in the Government departments or State Public Sector Undertaking.</p>
3.	Data Entry Operator	By direct recruitment	<p>(1) Must possess a degree;</p> <p>(2) Must have passed Government Technical Examination in Tamil and English in Type writing both by Senior Grade; and</p> <p>(3) Must possess a diploma in Computer Applications or a Certificate in Data Entry Operator Course from a Certified Training Centre.</p>

**212. Appointing Authority, Disciplinary Authority and Appellate / Reviewing Authority.**— (1) In respect of the posts in column (1) of the Table below, the appointing authority, the disciplinary authority and appellate / reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column(4), respectively, thereof:-

**THE TABLE.**  
**1. MUNICIPAL CORPORATION GENERAL WING**  
**DIVISION I (Administration)**

<i>Sl. No. (1)</i>	<i>Post (2)</i>	<i>Appointing authority (3)</i>	<i>Disciplinary authority (4)</i>	<i>Appellate and Reviewing authority (5)</i>
1.	Administrative Officer			
2.	Accounts Officer			
3.	Revenue Officer			
4.	Superintendent			
5.	Assessor			
6.	Assistant Revenue Officer			
7.	Shorthand Typist, Grade I			
8.	Reporter			
9.	Licence Inspector			
10.	Shorthand Typist, Grade II			
11.	Assistant			
12.	Computor-cum-Clerk			
13.	Personal Clerk			
14.	Shorthand Typist, Grade III			
15.	Junior Assistant			
16.	Tax Collector			
17.	Typist			
18.	Driver			
19.	Record Assistant			
20.	Jamedar			
21.	Duffadar			
22.	Office Assistant			
23.	Watchman			
24.	Such other posts listed in Annexure-I to this Chapter.			

**DIVISION II (Legal)**

1.	Law Officer, Grade II	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations.	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations.
2.	Council Secretary, Grade II			
3.	Assistant Law Officer			

Sl. No. (1)	Post (2)	Appointing authority (3)	Disciplinary authority (4)	Appellate and Reviewing authority (5)
<b>2. MUNICIPAL CORPORATION ENGINEERING WING</b>				
<b>DIVISION I</b>				
1.	Assistant Engineer	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations
2.	Junior Engineer			
3.	Junior Engineer (Automobile)			
4.	Draughtsman			
5.	Technical Assistant			
6.	Skilled Assistant, Grade I			
7.	Assistant Draughtsman			
8.	Skilled Assistant, Grade II			
<b>Division II (Electrical)</b>				
1.	Assistant Engineer (Electrical)	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation / Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations
2.	Junior Engineer (Electrical)			
3.	Supervisor (Electrical)			
4.	Electrical Superintendent			
5.	Skilled Assistant, Grade I (Electrical)			
6.	Skilled Assistant, Grade II (Electrical)			
<b>DIVISION III (General)</b>				
1.	Assistant Sports Officer	Commissioner in Chennai City Municipal Corporation	Deputy Commissioner in Chennai City Municipal Corporation	Commissioner in Chennai City Municipal Corporation
2.	Playground Instructor			
3.	Park Supervisor			
4.	Park Overseer			
<b>3. MUNICIPAL CORPORATION TOWN PLANNING WING</b>				
1.	Urban Planning Inspector / Assistant Engineer, (Planning)	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation / Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations

Sl. No. (1)	Post (2)	Appointing authority (3)	Disciplinary authority (4)	Appellate and Reviewing authority (5)
<b>4. MUNICIPAL CORPORATION MEDICAL, PUBLIC HEALTH AND SANITATION WING</b>				
<b>DIVISION I (Medical)</b>				
1.	Statistical Assistant	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations
2.	Maternal and Child Health Officer			
3.	Nursing Superintendent			
4.	Assistant Nursing Superintendent			
5.	Medical Store Officer			
6.	Staff Nurse			
7.	Statistical Supervisor			
8.	Chief Pharmacist			
9.	Lab Technician, Grade II			
10.	Pharmacist			
11.	Sector Health Nurse			
12.	Urban Health Nurse			
13.	Attendant			
<b>DIVISION II (PUBLIC HEALTH AND SANITATION)</b>				
1.	Entomologist	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration in other Municipal Corporations
2.	Sanitary Inspector			
3.	Cleanliness Supervisor			
4.	Cleanliness Inspector			
5.	Field Assistant			
6.	Basic Health Worker			
7.	Sanitary Supervisor			
8.	Cleanliness Maistry			
9.	Cleanliness Worker			

Sl. No. (1)	Post (2)	Appointing authority (3)	Disciplinary authority (4)	Appellate and Reviewing authority (5)
<b>5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING</b>				
1.	Programmer			
2.	Assistant Programmer	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/ Director of Municipal Administration in other Municipal Corporations
3.	Data Entry Operator			

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

(3) Disciplinary authority for the incumbents working in the vanishing posts listed in Annexure-II to this Chapter shall be the concerned Deputy Commissioners and appellate authority shall be the Commissioner.

**213. Unit for appointment, transfer and posting.**— Each Municipal Corporation shall be a single unit for appointment, promotion, reversion, transfer and discharge for all the posts in the Service.

**214. Competent authority for transfer and postings.**— (1) The Commissioner of the Municipal Corporation concerned shall be the authority competent for effecting transfer and posting for all the posts within the Municipal Corporation.

(2) The Director of Municipal Administration shall be the authority competent for effecting transfer and posting for all the posts among the Municipal Corporations, based on the recommendation of CSC.

**215. Refresher Trainings.**— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skills.

THE TABLE

Sl. No. (1)	Name of the post (2)	Training (3)
1.	Assistant Engineer / Assistant Engineer (Planning) / Assistant Engineer (Electrical) / Junior Engineer, Junior Engineer(Electrical), Junior Engineer (Automobile)	One course of Technical Training programme once in two years.
2.	Field Assistant	Training for three months in Entomology from any approved institution.
3.	Programmer	Training on MS. SharePoint, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S. Project
4.	Assistant Programmer	Training on MS. SharePoint, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S. Project
5.	Data Entry Operator	Training on MS. SharePoint, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S. Project

**216. Tests.**— The holders of the posts specified in column (2) of the Table below shall within the period of their probation pass the tests specified in the corresponding entry in column (3) thereof:-

## THE TABLE

Sl. No. (1)	Name of the post (2)	Tests (3)
1	Assistant Engineer	(1) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (2) Account Test for Public Works Department Subordinate Officers Part I and II.
2.	Junior Engineer (Automobile),	(1) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (2) Account test for Public Works Department Subordinate Officers Part I.
3.	Draughtsman, Technical Assistant	Account Test for Public Works Department Subordinate Officers Part I.
4.	Assistant Engineer (Electrical)	(1) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (2) Account Test for Public Works Department Subordinate Officers Part I and II.
5.	Supervisor (Electrical)	(1) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (2) Account Test for Public Works Department Subordinate Officers Part I.
6.	Electrical Superintendent,	Account Test for Public Works Department Subordinate Officers Part I.
7.	Urban Planning Inspector (Assistant Engineer Planning)	Acts and Rules relevant to Municipal Administration Paper I and Paper IV of the departmental tests for the Municipal Administration Department.
8.	Statistical Assistant, Statistical Supervisor	Certificate Course in Computer Office Automation awarded by the Technical Education Department.
9.	Assistant, Computer-cum-clerk, Junior Assistant, Tax Collector, Personal Clerk, Shorthand Typist Grade III, Typist and Sanitary Inspector	(1) Computer Office Automation Certificate Course conducted by Directorate of Technical Education, Government of Tamil Nadu. (2) The Tamil Nadu Government Office Manual Test. (3) Account Test for Subordinate Officers Part I; and (4) Acts and Rules relevant to Municipal Administration Paper I of the Departmental tests for Municipal Administration Department.

**217. Foundational Training.—** The holders of the posts of Junior Assistant, Tax Collector, Personal Clerk, Typist, Junior Engineer, Assistant Engineer, Assistant Engineer(Electrical),Assistant Engineer(Planning), Sanitary Inspector and Conservancy Inspector shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies within the period of their probation.

## PART IV.

## SPECIAL RULES.

## THE TAMIL NADU MUNICIPAL COUNCIL SERVICE.

**218. Classification of posts.**—This Service shall consist of the following wings and shall be classified into various posts, namely:-

THE TABLE

1. MUNICIPAL COUNCIL GENERAL WING	
Sl.No. (1)	Name of the Post (2)
1.	Administrative Officer, Grade I
2.	Administrative Officer, Grade II
3.	Accounts Officer, Grade I
4.	Revenue Officer
5.	Manager, Grade I
6.	Assistant Revenue Officer
7.	Accounts Officer, Grade II
8.	Manager, Grade II
9.	Accountant, Grade I
10.	Accountant, Grade II
11.	Assistant
12.	Revenue Inspector
13.	Steno Typist
14.	Junior Assistant
15.	Revenue Assistant
16.	Typist
17.	Driver
18.	Record Clerk
19.	Office Assistant
2. MUNICIPAL COUNCIL ENGINEERING WING	
1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Public Works Overseer
6.	Draughtsman
7.	Electrician, Grade I
8.	Fitter, Grade I
9.	Electrician, Grade II,
10.	Wireman
11.	Fitter, Grade II
12.	Work Inspector
13.	Tap Inspector

3. MUNICIPAL COUNCIL TOWN PLANNING WING	
1.	Assistant Engineer (Planning) / Town Planning Officer Grade II / Urban Planning Inspector
2.	Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector
4. MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING	
1.	Staff Nurse
2.	Pharmacist
3.	Sector Health Nurse
4.	Sanitary Inspector
5.	Urban Health Nurse
6.	Field Assistant
7.	Sanitary Supervisor
8.	Cleanliness Worker
5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING	
1.	Programmer
2.	Assistant Programmer
3.	Data Entry Operator

**219. Method of appointment and qualification.**— Appointment to the posts specified in column (2) of the Tables below, shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column(4) thereof:-

TABLE I  
1. MUNICIPAL COUNCIL GENERAL WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Administrative Officer, Grade I.</b>	By promotion from among the holders of the post of Administrative Officer, Grade II, Accounts Officer, Grade I and Revenue Officer by following combined seniority.	Must have rendered service as Administrative Officer, Grade II or Accounts Officer, Grade I or Revenue Officer for a period of not less than one year.
2.	<b>Administrative Officer, Grade II.</b>	(1) By promotion from among the holders of the post of Manager, Grade I, Assistant Revenue Officer and Accounts Officer, Grade I; by following combined seniority; or	Must have rendered service as Manager, Grade I or Assistant Revenue Officer or Accounts Officer, Grade II for a period of not less than one year.
		(2) By transfer from among the holders of post of Revenue Officer or Accounts Officer, Grade I.	

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
3.	<b>Accounts Officer, Grade I.</b>	(1) By promotion from among the holders of the post of Manager, Grade I, Assistant Revenue Officer and Accounts Officer, Grade II by following combined seniority; or	Must have rendered service as Manager, Grade I or Assistant Revenue Officer or Accounts Officer, Grade II for a period of not less than one year.
		(2) By transfer from among the holders of post of Administrative Officer, Grade II or Revenue Officer.	
4.	<b>Revenue Officer</b>	(1) By promotion from among the holders of the post of Manager, Grade I, Assistant Revenue Officer and Accounts Officer, Grade II by following combined seniority; or	Must have rendered service as Manager, Grade I or Assistant Revenue Officer or Accounts Officer, Grade II for a period of not less than one year. Provided that the incumbent shall not hold these post for more than a period of two years.
		(2) By transfer from among the holders of post of Administrative Officer, Grade II or Accounts Officer, Grade I	
5.	<b>Manager, Grade I.</b>	(1) By promotion from among the holders of the post of Manager, Grade II and Accountant, Grade I by following combined seniority; or	Must have rendered service as Manager, Grade II or Accountant, Grade I for a period of not less than one year.
		(2) By transfer from among the holders of post of Accounts Officer, Grade II or Assistant Revenue Officer.	
6.	<b>Assistant Revenue Officer</b>	(1) By promotion from among the holders of the post of Manager, Grade II and Accountant, Grade I by following combined seniority; or	Must have rendered service as Manager, Grade II or Accountant, Grade I for a period of not less than one year.
		(2) By transfer from among the holders of post of Manager, Grade I or Accounts Officer Grade II.	This incumbent shall not hold this post for a period of more than one year.
7.	<b>Accounts Officer, Grade II.</b>	(1) By promotion from among the holders of the post of Manager, Grade II and Accountant, Grade I by following combined seniority; or	Must have rendered service as Manager, Grade II or Accountant, Grade I for a period of not less than one year.
		(2) By transfer from among the holders of post of Manager, Grade I or Assistant Revenue Officer.	

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
8.	<b>Manager, Grade II</b>	(1) By promotion from among the holders of the post of Assistant, Accountant, Grade II and Revenue Inspector by following combined seniority; or	Must have rendered service as Assistant or Accountant, Grade II or Revenue Inspector for a period of not less than three years.
		(2) By transfer from among the holders of post of Accountant, Grade I.	
9.	<b>Accountant, Grade I</b>	(1) By promotion from among the holders of the post of Assistant, Accountant, Grade II and Revenue Inspector; or	Must have rendered service as Assistant or Accountant, Grade II or Revenue Inspector for a period of not less than two years.
		(2) By transfer from among the holders of post of Manager, Grade II.	
10.	<b>Accountant Grade II.</b>	By transfer from among the holders of the post of Assistant	
11.	<b>Assistant</b>	(1) By promotion from among the holders of the post of Junior Assistant, Typist, and Revenue Assistant by following combined seniority; or	Must have rendered service as Junior Assistant, Typist and Revenue Assistant for a period of not less than five years: Provided that a Revenue Assistant must have rendered service as Junior Assistant for a period of not less than two years, a Junior Assistant must have rendered service as Revenue Assistant for a period of not less than two years and a Typist must have rendered service for a period one year as Junior Assistant.
		(2) By transfer from among the holders of the post of Steno Typist.	Must have rendered service as Steno Typist for a period of not less one year in the total service of five years
12.	<b>Revenue Inspector</b>	By transfer from among the holders of the post of Assistant.	This incumbent shall not hold this post for a period of more than two years.
13.	<b>Steno Typist</b>	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must have passed Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Senior Grade.
		(2) By transfer from among the holders of the post of Assistant.	Must have passed Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Senior Grade.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
14.	<b>Junior Assistant</b>	(1) By direct recruitment; and	Must have passed S.S.L.C. Examination.
		(2) By promotion from among the holders of post of Record Clerk or Office Assistant and other Last Grade Servants in all services. Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1.	(1) Must have passed SSLC Examination; (2) Must have rendered service as Record Clerk for a period of not less than five years and must have rendered service as Office Assistant and other Last Grade Servants in all services for a period of not less than ten years; (3) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu; and (4) Must have passed the following tests. (a) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department. (b) Account Test for Subordinate Officers Part I and; (c) Tamil Nadu Government Office Manual Test.
		(3) By Transfer from among the holders of the post of Revenue Assistant or Typist.	
15.	<b>Revenue Assistant</b>	(1) By direct recruitment; or	Must have passed S.S.L.C. Examination.
		(2) By promotion from among the holders of the post of Record Clerk or Office Assistant and other Last Grade Servants in all services. Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1.	(1) Must have passed S.S.L.C. Examination; (2) Must have rendered service as Record Clerk for a period of not less than five years and must have rendered service as Office Assistant and other Last Grade Servants in all services having service for a period of not less than ten years; and (3) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, Government of Tamil Nadu. (4) Must have passed the following tests. (a) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department. (b) Account Test for Subordinate Officers Part I.
		(3) By transfer from among the holders of the post of Junior Assistant or Typist.	
16.	<b>Typist</b>	(1) By direct recruitment; and	Must have passed SSLC. Examination.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the posts of Record Clerk or Office Assistant and other last grade servants in all services:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 4:1.</p>	<p>(1) Must have passed SSLC. Examination;</p> <p>(2) Must have rendered service as Record Clerk for a period of not less than five years and from among the holders of the post of Office Assistant and other last grade servants in all services having service for a period of not less than ten years;</p> <p>(3) Must have passed Government Technical Examination in Typewriting in English and Tamil both by Senior Grade;</p> <p>(4) Must have passed a Certificate Course in Computer on Office Automation conducted by the Directorate Technical Education, Government of Tamil Nadu; and</p> <p>(5) Must have passed the following tests:-</p> <p>(a) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</p> <p>(b) Account Test for Subordinate Officers Part I and;</p> <p>(c) Tamil Nadu Government Office Manual Test.</p>
17.	<b>Driver</b>	(1) By direct recruitment; and	<p>(1) Must have passed S.S.L.C. or its equivalent examination; and</p> <p>(2) Must possess a driving licence for heavy transport vehicles.</p>
		<p>(2) By promotion from among the holders of the posts Office Assistant and other Last Grade Servants in all services:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>(1) Must have passed S.S.L.C. or its equivalent examination;</p> <p>(2) Must possess a driving licence for heavy transport vehicle; and</p> <p>(3) Must have rendered service for a period of not less than five years.</p>
18.	<b>Record Clerk</b>	(1) By direct recruitment; and	Must have passed S.S.L.C. Examination;
		<p>(2) By promotion from among the holders of the post of Office Assistant:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3.</p>	<p>(1) Must have passed S.S.L.C. Examination; and</p> <p>(2) Must have rendered service as Office Assistant for a period of not less than five years.</p>
19.	<b>Office Assistant</b>	(1) By direct recruitment; and	Must have passed VIII Standard.
		<p>(2) By promotion from among the holders of the post of Cleanliness Worker:</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.</p>	<p>(1) Must have passed VIII Standard; and</p> <p>(2) Must have rendered service as Cleanliness Workers for a period of not less than five years.</p>

TABLE II  
MUNICIPAL COUNCIL ENGINEERING WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Assistant Engineer</b>	(1) By direct recruitment.	Must possess B.E. degree in Civil Engineering or Mechanical Engineering or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any University or Institution.
		(2) By promotion from among the holders of the post of Junior Engineer: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio of 3:1.	(1) Must possess B.E. degree in Civil or Mechanical or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any recognized University or Institution; and (2) Must have rendered service as Junior Engineer for a period of not less than three years. (3) Must have passed Accounts Test for Public Works Department Subordinate Officers Part II.
2.	<b>Junior Engineer</b>	By promotion from among the holders of the post of Overseer and Draughtsman by following combined seniority.	(1) Must have rendered service as Overseer or Draughtsman for a period of not less than three years. (2) Must have passed the following tests. (a) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department. (b) Account Test for Public Works Department Subordinate Officers Part I.
3.	<b>Electrical Superintendent, Grade I</b>	By promotion from among the holders of the post of Electrical Superintendent, Grade II.	(1) Must have rendered service as Electrical Superintendent, Grade II for a period of not less than three years; and (2) Must have passed the following test: (a) Acts and Rules relevant to Municipal Administration Paper I of the departmental test for the Municipal Administration Department (b) Public Works Department Subordinate Officers Part I.
4.	<b>Electrical Superintendent, Grade II</b>	By promotion from among the holders of the post of Electrician Grade I.	Must have rendered service as Electrician, Grade I for a period of not less than three years.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
5.	<b>Overseer</b>	(1) By direct recruitment; and  (2) By promotion from among the holders of the post of Work Inspector, Tap Inspector and Fitter, Grade I by following combined seniority:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering.  (1) Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering; and (2) Must have rendered service as Work Inspector or Tap Inspector or Fitter, Grade I for a period of not less than three years.
6.	<b>Draughtsman</b>	(1) By direct recruitment; and  (2) By promotion from among the holders of the post of Work Inspector, Tap Inspector and Fitter, Grade I by following combined seniority:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering.  (1) Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering; and (2) Must have rendered service as Work Inspector or Tap Inspector for a period of not less than five years.
7.	<b>Electrician, Grade I</b>	By promotion from among the holders of the post of Electrician, Grade II and Wireman by following combined seniority.	Must have rendered service as Electrician, Grade II or Wireman for a period of not less than three years.
8.	<b>Fitter, Grade I</b>	By promotion from among the holders of the post of Fitter, Grade II.	Must have rendered service as Fitter, Grade II for a period of not less than three years.
9.	<b>Electrician, Grade II</b>	By direct recruitment	Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering from an Institute approved by the Government of Tamil Nadu.
10.	<b>Fitter, Grade II</b>	By direct recruitment	Must possess a diploma in Civil Engineer or Mechanical Engineering or Electrical Engineering from an Institute approved by the Government of Tamil Nadu.
11.	<b>Wireman</b>	By direct Recruitment	Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering from recognized Institution.
12.	<b>Work Inspector</b>	By direct recruitment.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering from an Institute approved by the Government of Tamil Nadu.
13.	<b>Tap Inspector</b>	By direct Recruitment	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering from any recognized Institution.

TABLE III.

## TOWN PLANNING WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Assistant Engineer (Planning) / Town Planning Officer, Grade II / Urban Planning Inspector</b>	(1) By direct recruitment; and	(1) Must possess a degree in Planning or Civil Engineering or Architecture or any other qualification considered equivalent thereto awarded by any recognized University or Institution; and (2) Must have passed Acts and Rules relevant to Municipal Administration Paper I and Paper IV of the departmental tests for the Municipal Administration Department before completion of probation.
		(2) By promotion from among the holders of the post of Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3.	(1) Must have rendered service as Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector for a period of not less than five years; and (2) Must have passed the Acts and Rules relevant to Municipal Administration Paper I and Paper IV of the departmental tests for the Municipal Administration Department.
2.	<b>Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector</b>	By direct recruitment.	(1) Must possess a diploma in Civil Engineering or degree in Planning or diploma in Architecture from any Institution. (2) Must have passed Acts and Rules relevant to Municipal Administration Paper I and Paper IV of the departmental tests for the Municipal Administration Department before completion of probation.

TABLE IV.

## MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Staff Nurse</b>	(1) By direct recruitment; or	(1) Must possess B.Sc.,(Nursing) from any Institution approved by Government of Tamil Nadu and must have registered in the Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (3) Must possess a Certificate of Registration in Section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926).
		(2) By promotion from among the holders of the post of Urban Health Nurse or Sector Health Nurse:  Provided that the appointment by the direct recruitment and promotion shall be made in the ratio of 5:1.	(1) Must possess B.Sc., (Nursing) from any Institution approved by Government of Tamil Nadu and Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); (3) Must possess a Certificate of Registration in Section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (4) Must have rendered service as Urban Health Nurse (or) Sector Health Nurse for a period of not less than five years.

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
2.	<b>Pharmacist</b>	By direct recruitment.	(1) Must possess a diploma in Pharmacy from any Institution approved by the Government of Tamil Nadu; and (2) Must have registered in the Tamil Nadu Pharmacy Council.
3.	<b>Sector Health Nurse</b>	By promotion from among the holders of the post of Urban Health Nurse.	(1) Must have rendered service as Urban Health Nurse for a period of not less than five years. and (2) Must have registered in the Tamil Nadu Nursing and Midwives' Council as registered Lady Health Visitor
4.	<b>Sanitary Inspector</b>	(1)By direct recruitment; and	(1) Must possess B.Sc. degree in Zoology or Chemistry; or B.Sc. Degree in Public Health or Environmental Science or Microbiology; or Biochemistry from a recognized university; and (2) Must have completed Sanitary Inspector course from any recognized Institution.
		(2) By promotion from among the holders of the post of Sanitary Supervisor and Field Assistant by following the combined seniority:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 10:1.	(1) Must possess B.Sc. degree in Zoology or; Chemistry or Public Health or Environmental Science or Bachelor Degree in Microbiology or Biochemistry from a recognized university. (2) Must have completed Sanitary Inspector course from any recognized institution; and (3) Must have passed Acts and Rules relevant to Municipal Administration Paper I and Paper III of the departmental tests for the Municipal Administration Department.
5.	<b>Urban Health Nurse</b>	By direct recruitment:  Provided that the post of Urban Health Nurse shall be reserved only for women candidates.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have completed twenty four months duration training in Auxiliary Nurse Midwife course in any recognized Government institution; and (3) Must have registered in the Tamil Nadu Nursing and Midwives Council as registered Auxiliary Nurse Midwife.
6.	<b>Field Assistant</b>	(1)By direct recruitment; and	(1) Must have passed S.S.L.C Examination; and (2) Must have completed the Field Assistant Training (Local Bodies) conducted by the recognized institution.
		(2) By promotion from among the holders of the post of Cleanliness Worker:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3.	(1) Must have passed S.S.L.C Examination; (2) Must have completed the Field Assistant Training (Local Bodies) conducted by the recognized institution; and (3) Must have rendered service as Cleanliness Worker for a period of not less than five years.
7.	<b>Sanitary Supervisor</b>	(1)By direct recruitment; and	Must have passed S.S.L.C. Examination.
		(2) By promotion from among the holders of the post of Cleanliness Worker:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:3;	(1) Must have passed VIII Standard; and (2) Must have rendered service as Cleanliness Worker for a period of not less than ten years.
8.	<b>Cleanliness Worker</b>	By direct recruitment	Must have passed V Standard.

TABLE V.

## MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING

Sl.No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Programmer</b>	By promotion from among the holders of the post of Assistant Programmer.	<ul style="list-style-type: none"> <li>(1) Must possess B.E degree or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications;</li> <li>(2) Must have successfully completed training programmes in any three of the following subjects from a Government Institution or Certified Training Centers namely:- <ul style="list-style-type: none"> <li>(a) MS. SharePoint;</li> <li>(b) SQL;</li> <li>(c) Network Administration;</li> <li>(d) GIS;</li> <li>(e) Web Technologies;</li> <li>(f) Post gress;</li> <li>(g) ASP Net;</li> <li>(h) LINUX; and</li> <li>(i) M.S. Project; and</li> </ul> </li> <li>(3) Must have rendered service as Assistant Programmer for a period of not less than five years.</li> </ul>
2.	<b>Assistant Programmer</b>	(1) By direct recruitment; or	Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications.
		(2) By promotion from among the holders of the post of Data Entry Operator;  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 5:1.	<ul style="list-style-type: none"> <li>(1) Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications;</li> <li>(2) Must have rendered service as Data Entry Operator for a period of not less than five years; and</li> <li>(3) Must have passed the Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department.</li> </ul>
3.	<b>Data Entry Operator</b>	By direct recruitment.	<ul style="list-style-type: none"> <li>(1) Must possess a degree;</li> <li>(2) Must have passed Government Technical Examination in Typewriting Tamil and English both by Senior Grade; and</li> <li>(3) Must possess a diploma in Computer Applications or a Certificate in Data Entry Operator Course from a Certified Training Centre.</li> </ul>

**220. Appointing authority, Disciplinary authority and Appellate/ Reviewing authority.—** In respect of the posts in column (1) of the Table below, the appointing authority, the disciplinary authority and appellate/ reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column(4), respectively thereof:-

THE TABLE.  
1. MUNICIPAL COUNCIL GENERAL WING

Post	Appointing authority	Disciplinary authority	Appellate and Reviewing authority
(1)	(2)	(3)	(4)
1. Administrative Officer, Grade I	Director of Municipal Administration	Director of Municipal Administration	Government
2. Administrative Officer, Grade II			
3. Accounts Officer, Grade I			
4. Revenue Officer			
5. Manager, Grade I			
6. Assistant Revenue Officer			
7. Accounts Officer, Grade II			
8. Manager, Grade II			
9. Accountant, Grade I			
10. Accountant, Grade II	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
11. Assistant			
12. Revenue Inspector			
13. Steno Typist			
14. Junior Assistant	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
15. Revenue Assistant			
16. Typist			
17. Driver			
18. Record Clerk			
19. Office Assistant			
2. MUNICIPAL COUNCIL ENGINEERING WING			
1. Assistant Engineer	Director of Municipal Administration	Director of Municipal Administration	Government
2. Junior Engineer			
3. Electrical Superintendent, Grade I			
4. Electrical Superintendent, Grade II			
5. Overseer			
6. Draughtsman			
7. Electrician, Grade I	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
8. Fitter, Grade I			
9. Electrician, Grade II			
10. Wireman			
11. Fitter, Grade II	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
12. Work Inspector			
13. Tap Inspector			

3. MUNICIPAL COUNCIL TOWN PLANNING WING			
(1)	(2)	(3)	(4)
1. Town Planning Officer, Grade II / Assistant Engineer (Planning)/ Urban Planning Inspector	Director of Municipal Administration	Director of Municipal Administration	Government
2. Town Planning Officer / Junior Engineer (Planning) / Assistant Urban Planning Inspector	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
4. MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING			
1. Staff Nurse	Director of Municipal Administration	Director of Municipal Administration	Government
2. Pharmacist			
3. Sector Health Nurse			
4. Sanitary Inspector			
5. Field Assistant	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
6. Urban Health Nurse	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
7. Sanitary Supervisor			
8. Cleanliness Worker			
5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING			
1. Programmer	Director of Municipal Administration	Director of Municipal Administration	Government
2. Assistant Programmer			
3. Data Entry Operator	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

(3) Disciplinary authority for the incumbents working in the vanishing posts listed in Annexure-III to this Chapter shall be the concerned Commissioners and appellate authority shall be the Regional Director of Municipal Administration.

**221. Unit for appointment, transfer and posting.—** (1) All the Municipal Councils shall be treated as a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

1. MUNICIPAL COUNCIL GENERAL WING	
1.	Administrative Officer, Grade I
2.	Administrative Officer, Grade II
3.	Accounts Officer, Grade I
4.	Revenue Officer
5.	Manager, Grade I
6.	Assistant Revenue Officer
7.	Accounts Officer, Grade II

8.	Manager, Grade II
9.	Accountant, Grade I
10.	Accountant, Grade II
11.	Assistant
12.	Revenue Inspector
13.	Steno Typist
<b>2. MUNICIPAL COUNCIL ENGINEERING WING</b>	
1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Overseer
6.	Draughtsman
7.	Electrician, Grade I
8.	Fitter, Grade I
<b>3. MUNICIPAL COUNCIL TOWN PLANNING WING</b>	
1.	Assistant Engineer (Planning) / Town Planning Officer, Grade II / Urban Planning Inspector
2.	Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector
<b>4. MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING</b>	
1.	Staff Nurse
2.	Pharmacist
3.	Sector Health Nurse
4.	Sanitary Inspector
5.	Field Assistant
<b>5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING</b>	
1.	Programmer
2.	Assistant Programmer
3.	Data Entry Operator

(2) Each Municipal Council shall be treated as a single unit for the purpose of appointment, promotion, reversion and discharge for the following posts, namely:—

<b>1. MUNICIPAL COUNCIL GENERAL WING</b>	
1.	Junior Assistant
2.	Revenue Assistant
3.	Typist
4.	Record Clerk
5.	Office Assistant

2. Municipal Council Engineering Wing	
1.	Electrician, Grade II
2.	Fitter, Grade II
3.	Wireman
4.	Work Inspector
5.	Tap Inspector
3. MUNICIPAL COUNCIL MEDICAL, PUBLIC HEALTH AND SANITATION WING	
1.	Urban Health Nurse
2.	Sanitary Supervisor
3.	Cleanliness Worker

**222. The Competent authority for transfer and postings.—** The Director of Municipal Administration shall be the authority competent for effecting transfer and posting for any post in the Service.

**223 Refresher Trainings.-** The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skill.

THE TABLE

Sl. No.	Name of the post	Training
(1)	(2)	(3)
1.	Assistant Engineer	One course of Technical Training programme once in two years
2.	Assistant Engineer (Planning) / Town Planning Officer, Grade II / Urban Planning Inspector	
3.	Junior Engineer	
4.	Junior Engineer (Planning) / Town Planning Inspector / Assistant Urban Planning Inspector	
5.	Programmer	
6.	Assistant Programmer	
7.	Assistant	
8.	Accountant	
9.	Revenue Inspector	
10.	Assistant Revenue Officer / Revenue Officer	
11.	Sanitary Inspector	
12.	Field Assistant	

**224. Tests.-** The holders of the posts specified in column (2) of the Table below shall within the period of their probation pass the tests specified in the corresponding entry in column (3) thereof:-

Sl. No.	Name of the post	Tests
(1)	(2)	(3)
1	Junior Assistant, Revenue Assistant, Personal Clerk, Typist and Steno Typist	(1) Computer Office Automation Certificate Course conducted by Directorate of Technical Education, Government of Tamil Nadu. (2) The Tamil Nadu Government Office Manual Test. (3) Account Test for Subordinate Officers Part I. (4) Acts and Rules relevant to Municipal Administration Paper I of the Departmental tests for Municipal Administration Department.

2.	Assistant Engineer	(1) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (2) Account Test for Public Works Department Subordinate Officers Part I and II;
3.	Overseer and Draughtsman	Account Test for Public Works Department Subordinate Officers Part I.
4.	Sanitary Inspector	(1) Computer Office Automation Certificate Course conducted by Directorate of Technical Education, Government of Tamil Nadu (2) Acts and Rules relevant to Municipal Administration Paper I and Paper III of the Departmental tests for Municipal Administration Department.
5.	Assistant Programmer	Must have passed Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department

**225. Foundational Training.**- The holders of the posts of Junior Assistant, Revenue Assistant, Personal Clerk, Typist, Steno Typist, Sanitary Inspector, Assistant Engineer, Electrician Grade II, Fitter Grade II, Work Inspector, Draughtsman / Overseers, Assistant Engineer (Planning), Junior Engineer (Planning) and Field Assistant shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies within the period of their probation.

#### PART V.

#### SPECIAL RULES.

#### THE TAMIL NADU TOWN PANCHAYAT SERVICE.

**226. Classification of Posts.**-This Service shall consist of the following wings and shall be classified into various posts, namely:-

THE TABLE

Sl.No.	Name of the Post
<b>1. TOWN PANCHAYAT GENERAL WING</b>	
1	Driver
2	Record Clerk
3	Office Assistant
<b>2. TOWN PANCHAYAT ENGINEERING WING</b>	
1	Assistant Engineer
2	Junior Engineer
3	Overseer
4	Work Inspector
5	Skilled Assistant
<b>3. TOWN PANCHAYAT TOWN PLANNING WING</b>	
1.	Junior Engineer (Planning) / Assistant Urban Planning Inspector
<b>4. TOWN PANCHAYAT PUBLIC HEALTH AND SANITATION WING</b>	
1	Sanitary Supervisor
2	Cleanliness Worker

**227. Method of appointment and qualification.**- Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualification specified in the corresponding entries in column (4) thereof:-

## THE TABLE

## 1. TOWN PANCHAYAT GENERAL WING

Sl. No (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	<b>Driver</b>	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must possess a driving license for Heavy Transport Vehicle.
		(2) By promotion from among the holders of the post of Record Clerk, Sanitary Supervisor, Office Assistant, Cleanliness Worker and Skilled Assistant.	(1) Must have passed S.S.L.C. Examination; (2) Must have rendered service for a period of not less than five years in the post of Record Clerk or Sanitary Supervisor or Office Assistant or Cleanliness Worker or Skilled Assistant; and (3) Must possess a driving licence for Heavy Transport Vehicle.
2.	<b>Record Clerk</b>	By promotion from among the holders of the post of Office Assistant.	(1) Must have passed S.S.L.C. Examination; and (2) Must have rendered service as Office Assistant for a period of not less than five years.
3.	<b>Office Assistant</b>	By Direct recruitment.	Must have passed VIII Standard.

## 2. TOWN PANCHAYAT ENGINEERING WING

1.	<b>Assistant Engineer</b>	(1) By direct recruitment; and	Must possess B.E. degree in Civil or Mechanical or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any recognised University or Institution.
		(2) By promotion from among the holders of the posts of Junior Engineer:  Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 3:1.	(1) Must possess B.E. degree in Civil or Mechanical or Electrical Engineering or B.Tech degree in Civil or Mechanical or Electrical or any other qualification considered equivalent from any recognised University or Institution; and (2) Must have rendered service as Junior Engineer for a period of not less than three years. (3) Must have passed Account Test for Public Works Department Subordinate Officers Part II.
2.	<b>Junior Engineer</b>	By promotion from among the holders of the post of Overseer.	(1) Must have rendered service as Overseer for a period of not less than three years. (2) Must have passed the following tests: (a) Acts and Rules relevant to Municipal Administration Paper I of the departmental tests for the Municipal Administration Department; and (b) Account Test for Public Works Department Subordinate Officers Part I.
3.	<b>Overseer</b>	(1) By direct recruitment; or	Must possess diploma in Civil or Mechanical or Electrical Engineering or any other qualification considered equivalent from any recognized University or Institution.

Sl. No (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
		<p>(2) By promotion from among the holders of the post of Work Inspector and Skilled Assistants in the ratio of 5:1.</p> <p>Provided that the appointment by direct recruitment and by promotion shall be made in the ratio of 1:1</p>	<p>(1) Must possess diploma in Civil or Mechanical or Electrical Engineering or any other qualification considered equivalent from any recognised university or institution; and</p> <p>(2) Must have rendered service as Work Inspector for a period of not less than five years or as Skilled Assistant for a period of not less than seven years, as the case may be.</p>
4.	<b>Work Inspector</b>	By direct recruitment.	Must possess a diploma in Civil or Mechanical or Electrical Engineering or any other qualification considered equivalent from any recognized University or Institution.
5.	<b>Skilled Assistants specified in Annexure-IV to this Chapter</b>	By direct recruitment	<p>(1) Must have passed S.S.L.C. Examination; and</p> <p>(2) Must possess ITI trade (Civil / Mechanical / Electrical) Certificate from an Institute recognized by the Government of Tamil Nadu.</p>

**3. TOWN PANCHAYAT TOWN PLANNING WING**

1.	<b>Junior Engineer (Planning) / Assistant Urban Planning Inspector</b>	By direct recruitment;	<p>(1) Must possess a diploma in Civil Engineering or Degree in Planning or Diploma in Architecture from any recognized institution.</p> <p>(2) Must have passed Acts and Rules relevant to Municipal Administration Paper I and Paper IV of the departmental tests for the Municipal Administration Department before completion of probation.</p>
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**4. TOWN PANCHAYAT PUBLIC HEALTH AND SANITATION WING**

1.	<b>Sanitary Supervisor</b>	(1) By direct recruitment; or	Must have passed S.S.L.C. Examination; and
		(2) By promotion from among the holders of the post of Cleanliness Worker	Must have Passed VIII Standard; and Must have rendered service as Cleanliness Worker for a period of not less than five years.
2.	<b>Cleanliness Worker</b>	By direct recruitment	Must have passed V Standard.

**228. Appointing authority, Disciplinary authority and Appellate authority.**— (1) In respect of the posts in column (2) of the Table below, the appointing authority, the disciplinary authority and appellate authority/reviewing authority shall be as specified in the corresponding entries in column (3), column (4) and column (5), respectively thereof:—

**THE TABLE**

Sl. No. (1)	Name of the Post (2)	Appointing Authority (3)	Disciplinary Authority (4)	Appellate and Reviewing Authority (5)
<b>1. TOWN PANCHAYAT GENERAL WING</b>				
1	Driver	Executive Officer of Town Panchayat concerned	Executive Officer of Town Panchayat Concerned	Assistant Director of Town Panchayats concerned
2	Record Clerk			
3	Office Assistant			

2. TOWN PANCHAYAT ENGINEERING WING				
1	Assistant Engineer	Director of Town Panchayats	Director of Town Panchayats	Government
2	Junior Engineer			
3	Overseer			
4	Work Inspector			
5	Skilled Assistant	Executive Officer of Town Panchayat concerned	Executive Officer of Town Panchayat concerned	Assistant Director of Town Panchayats concerned
3. TOWN PANCHAYAT TOWN PLANNING WING				
	Junior Engineer (Planning) / Assistant Urban Planning Inspector	Director of Town Panchayats	Director of Town Panchayats	Government
4. TOWN PANCHAYAT PUBLIC HEALTH AND SANITATION WING				
1	Sanitary Supervisor	Executive Officer of Town Panchayat concerned	Executive Officer of Town Panchayat Concerned	Assistant Director of Town Panchayats concerned
2	Cleanliness Worker			

(2) Disciplinary authority for the incumbents working in the vanishing posts specified in Annexures IV and V to this Chapter shall be the concerned Executive Officer and the appellate authority shall be the Assistant Director of Town Panchayats.

**229. Unit for appointment, transfer and posting.**— (1) All Town Panchayats shall be a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

TOWN PANCHAYAT ENGINEERING WING	
1	Assistant Engineer
2	Junior Engineer
3	Overseer
4	Work Inspector

  

TOWN PANCHAYAT TOWN PLANNING WING	
Junior Engineer (Planning) / Assistant Urban Planning Inspector	

(2) Each Town Panchayat shall be a single unit for the purpose of appointment, promotion, reversion and discharge for the following posts, namely:—

1. TOWN PANCHAYAT GENERAL WING	
1	Driver
2	Record Clerk
3	Office Assistant

  

2. TOWN PANCHAYAT ENGINEERING WING	
Skilled Assistant	

  

3. TOWN PANCHAYAT PUBLIC HEALTH AND SANITATION WING	
1	Sanitary Supervisor
2	Cleanliness Worker

**230. The Competent authority for transfer and postings.**— The Director of Town Panchayats shall be the authority competent to effect transfer and postings for any posts in the Service:

Provided that the District Collector shall be authority competent to effect transfer and postings within the district for the posts of Driver, Record Clerk, Office Assistant, Overseer, Work Inspector, Skilled Assistant, Sanitary Supervisor, Cleanliness Worker and such other posts specified in Annexure-IV and V of this Chapter.

**231 Refresher Trainings.**— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skill.

THE TABLE

Sl. No.	Name of the post	Training
(1)	(2)	(3)
1.	Assistant Engineer	
2.	Junior Engineer	
3.	Junior Engineer (Planning) / Assistant Urban Planning Inspector	One course of Technical training programme once in two years
4.	Overseer	
5.	Work Inspector	
6.	Sanitary Supervisor	One refresher training programme once in two years

**232. Foundational Training.**— The holders of the posts of Assistant Engineer, Junior Engineer, Junior Engineer (Planning) / Assistant Urban Planning Inspector, Overseer, Work Inspector and Sanitary Supervisor shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies, within the period of their probation.

**232-A. Tests.**— The holders of the posts specified in column (2) of the Table below shall within the period of their probation pass the tests specified in the corresponding entry in column (3) thereof:-

THE TABLE

Sl. No.	Name of the post	Tests
(1)	(2)	(3)
(1)	Assistant Engineer	(1) Acts and Rules relevant to Municipal Administration Paper I of the Departmental Tests for the Municipal Administration Department; and (2) Accounts Test for Public Works Department Sub-ordinate Officers Part I and II
(2)	Overseer	Account Test for Public Works Department Subordinate Officers Part I

(2) after rule 395, the following rule shall be inserted, namely:-

**“395-A. Power to relax.**— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in writing, relax any of the provisions of these rules with respect to any person where the operation of these rules causes hardship:

Provided that educational qualification and Departmental Test prescribed for appointment to any post shall not be relaxed.”.

D. KARTHIKEYAN,  
*Principal Secretary to Government.*

<u>ANNEXURE – I</u>	
<u>Details of Posts in Municipal Corporations</u>	
(See rule – 211 and 212)	
1	Assistant Motor Mechanic
2	Ayah
3	Bagpipe Player
4	Basic Health Worker
5	Burial Ground Assistant
6	Clarinet Player
7	Cleaner
8	Cleanliness Maistry
9	Conservancy worker / Cleanliness worker
10	Duffadar
11	Female Attendant
12	Female Sanitary Worker
13	Female Ward Attendant
14	Garden Worker
15	Jalra Player
16	Jamedar
17	Jointer
18	Junior Cook
19	Lift Attender
20	Malaria Worker & Desilting Thozhilali
21	Male Ward Attendant
22	Office Assistant
23	Permanent Labour(Unskilled)
24	Record Clerk
25	Road Worker
26	Saxaphone Player
27	Stretcher Bearer
28	Theatre Assistant
29	Thozhilali Mechanical
30	Thozhilali Stadium
31	Thozhilali
32	Time Keeper

33	Trumphone Player
34	Tyre Man
35	Watchman
36	Workshop Assistant

D. KARTHIKEYAN,  
*Principal Secretary to Government.*

**Annexure - II**  
**Details of Posts in Municipal Corporation**  
**(See Rule - 212)**

Sl.No.	Name of the Wing	Name of the Post
1	General wing	Steno Typist
2		Tax Collector
3		Record Assistants / Record clerk
4		Office Assistant
5		Night Watchman
6		Data Entry Operator
7		Assistant Programmer
8	Public Health Wing	Sanitary Supervisor
9		Sanitary Workers
10		Public Health Drivers
11		Field Assistant
12		Pharmacist
13		Urban Health Nurse
14		Maternity Assistant
15		Male Medical Assistant
16		Female Medical Assistant
17		Malaria Mazdoor
18		Cleaner
19	Engineering Wing	Skilled Assistant Grade I (Electrician Grade I, Fitter Grade I, etc)
20		Skilled Assistant Grade II (Wireman, Wireman Helper, Fitter, Turn Cock, Meter Reader, Work Inspector, Field Man etc., Unskilled Worker (Water Tank Operator, Tank Watchman, Cleaner, Chainman, Fountain Cleaner, Tap Cleaner, Gang Mazdoor) (Water Supply, UGSS, Street Light Maintenance)
21		Electrician
22	Town Planning Wing	Assistant Town Planner (In the Cadre of Supervisor / Overseer)
24		Town Surveyor (Instead of deputation from other department, regular post is required)
25		Chain Man
26		

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**Annexure - III**  
**Details of Posts in Municipal Council**  
**(See Rule – 219 and 220)**

<b>Sl.No.</b>	<b>Name of the Wing</b>	<b>Name of the Post</b>
1	General Wing	Driver
2		Market Superintendent
3		Panchayat Secretary
4		Watchman / Night Watchman
5		Library Assistant
6	Engineering Wing	Tap Inspector
7		Street Light Helper / Pump Operator
8		Watchman (Pump Room, OHT, Garden, Market, Water Supply)
9		OHT Operator (Water Supply)
10		Water Supply Worker / Water Supply Helper / Maintainer
11		Driver / JCB Driver
12		Turn Cock
13		TV Room Operator
14		Meter Reader
15		Pump Operator
16		Switch Board Operator
17		Electrical Work Assistant / Electrical Worker
18	Engineering Wing	Wireman Helper
19		Cleaner
20		Gardener
21		Electrical Assistant
22		Wireman Grade-I
23		Wireman Grade-II
24		Gang Mazdoor
25		Fountain Cleaner
26		OHT Cleaner
27		Public Tap Cleaner
28		Water Supply Assistant
29		Drainage Maistry
30		Pipeline Mechanic
31		Filter Bed Operator
32		Road Worker
33		Head work Assistant
34		Water Work Supervisor
35	Engineering Wing	Pump Room Attender
36		Water Lorry Driver
37		Drainage Cleaner
38		Agriculture Assistant
39		Tap Fitter Grade -I
40		Storm Water Worker
41		Water Supply Helper
42		Pipeline Cleaner
43		Pump Cleaner
44		Lorry Cleaner
45		Avenue Coolie

46	Public Health Wing	Driver
47		Cleaner
48		Watchman
49		Maternity Assistant
50		Maternity Ayah
51		Sanitary Worker
52		Lorry Cleaner
53		Medical Officer (Woman/ Man) (Allopathy/Ayurvedha/ Siddha)
54		Health visitor
55	Public Health Wing	Nurse (Female/Male)
56		Pharmacist (Allopathy / Siddha)
57		Maternity Assistant
58		Male Nursing Assistant
59		Female Nursing Assistant
60		Multi Purpose Health Worker
61	Town Planning Wing	Malariya Worker
62		Chainman
63		Draughtsman
64		Surveyor
65	Information Technology Wing	Data Entry Operator
66	Others	Community Organiser

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**Annexure – IV**

**Details of Skilled posts in Town Panchayats**

**(See Rule 227 and 230)**

<b>Sl.No.</b>	<b>Name of the post</b>
1	Water Supply Fitter
2	Head Water Works Fitter
3	Pipeline Fitter
4	Plumber
5	Tap Inspector
6	Meter Reader
7	Filter Bed Operator
8	Electrician – Grade-I
9	Electrician – Grade-II
10	Line Man / Wireman Grade – I
11	Line Man / Wireman Grade - II

**Annexure – V**

**Details of Unskilled posts in Town Panchayats**

**(See Rule 230)**

<b>Sl.No.</b>	<b>Name of the post</b>
1	Chainman
2	Channel Watchman
3	Fountain Cleaner

4	Hand Pump Helper
5	Hand Pump Maintainer
6	Hand Pump Operator
7	Hand Pump Watchman
8	Head Works Watchman
9	Motor / OHT Operator
10	Motor Line Man
11	OHT / Well Watchman
12	OHT Operator / Watchman
13	Pipe Line Cleaner
14	Pond Watchman
15	Pump Cleaner
16	Pump House Watchman
17	Pump Operator
18	Pump Room Cleaner
19	Pumping Room Operator & Watchman
20	Sump Operator
21	Tank Cleaner
22	Tank Watchman
23	Turn Cock
24	Water Supply Assistant
25	Water Supply Attender
26	Water Supply Distributor and Maintenance
27	Water Supply Helper
28	Water Supply Maintenance
29	Water Supply Tank Cleaner
30	Water Works Helper
31	Line Man Helper
32	Street Light Helper
33	Aaya
34	Field Assistant
35	Male Surgery Assistant
36	Malaria Mazdoor
37	Maternity Assistant
38	Mazdoor
39	Oil Mazdoor
40	Cleanliness Worker
41	Avenue Cooly
42	Bus Stand Assistant
43	Bus Stand Bill Collector
44	Bus Stand Peon
45	Bus Stand Watchman
46	Chathiram Watchman
47	Coconut Tree Watchman
48	Fish Market Watchman
49	Gardener

50	Library Watchman
51	Market Watchman
52	Night Watchman / Gardener
53	Park Watchman
54	Plantation Watcher
55	Road Worker
56	Shandy Watchman
57	Weekly Market Watchman

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